



# PLUME COLLEGE - STUDENT AGREEMENT



The purpose of this "Agreement" is to clarify the expectations that the College has of its students and the way in which the College works with our students and parents/carers. Enrolling as a student in Plume College indicates that you agree to comply with the terms of this Agreement. It indicates the basis upon which a student enters the College and compliance with its terms is an essential condition for remaining a College student. Any student wishing to successfully proceed into Year 13 must fully and consistently comply with the conditions documented in the Student Agreement throughout Year 12.

## 1. GENERAL EXPECTATIONS

Students are young adult members of the College community and it is the College's aim to treat them as such. However, a mature approach by students to study and conduct themselves appropriately at all times is essential if this is to be possible.

It is generally the College's aim to tackle any problems with the student first and to try to solve difficulties by discussion and agreement. However, we recognise that parents/carers are supporting students in their education, and if we are unable to resolve any problems speedily and effectively then parents/carers will be contacted. It is expected that students will pass on information (e.g. letters and newsletters) to their parents/carers and inform the College of any domestic changes (e.g. changes in address, contact details, etc.).

College students should arrive at lessons with the necessary equipment to complete the work, and with any preparation work set for the class completed. Students studying Level 3 courses should expect to get up to **4-5 hours' preparation work/homework** per subject, per week. Failure to complete homework or preparation will be treated as a disciplinary issue (see Disciplinary Policy). Students **MUST** also wear their **identity swipe card** at all times. The identity swipe cards are provided free to all students of the College, but if a student loses their identity swipe card they must replace it at a cost of £3.00. Please see Section 3, 'Registration and Attendance'.

## 2. ACADEMIC PROGRESS

Staff at Plume College will aim to provide the highest standard of teaching and learning and support for our students. The College is dedicated to high standards of achievement. All staff will expect students to aim for the highest standards they are capable of achieving in order to meet or exceed their target grades. If any student shows that they will not follow the advice of their teachers or their tutor in this respect, then this will become a disciplinary issue (see Disciplinary Policy).

If a student is unable to reach the required standard for their course, they will discuss this with their teacher(s) and their tutor. When they have had a reasonable opportunity to demonstrate improvement, a meeting will be held with the student, her/his parent/carer, and the Head of College to discuss the issue and options available in terms of moving forward.

In the event that staff are absent, the College has a clear expectation that our students will show high levels of commitment to their studies and as such, learning will continue. The lesson will be used for structured independent study as stipulated by the specific subject area. The onus is on the student to take ownership of their learning and locate and complete the cover work set during that lesson. Failure to do so will be treated as a disciplinary issue within that subject area. Students must register with Mrs Demes in the College Office if a member of staff is absent.

## 3. REGISTRATION AND ATTENDANCE

The College day lasts from **8.30am – 4.15pm**, as many subjects run **period 6 lessons**. Students will be registered electronically in each lesson as well as for Tutor Group sessions. Students are expected to attend and arrive promptly to all of the lessons on their timetable (**including their tutorial sessions and compulsory study time**). Truancy and lateness will lead to students being dealt with through the College sanctions system. Students are expected to maintain a **minimum average attendance of 95%**. Students who consistently demonstrate a deliberate intent to miss lessons (truancy) and/or an unsatisfactory attitude to learning and/or poor behaviour may jeopardise their place at College and may not proceed into Year 13 or indeed complete Year 12.

Through the year there will be additional compulsory events which students must attend. For example, enrichment days or progression events. These events will be registered and will count towards attendance. Attendance will be monitored by the **College Manager, Mrs Demes, Assistant Vice Principal - College, Mr Hallam** and the **Student Achievement and Progress Manager, Mrs Pipe**.

A student will be withdrawn from his/her study programme and even lose their place at Plume College where they consistently truant lessons (including their Tutor Group sessions), and/or fail to engage in the intervention which is provided. Where this occurs, the student will be invoiced for their examination entry costs.

## 4. REPORTING ABSENCE

It is never acceptable for a student to miss a lesson without informing the College. If a student is to be absent from College, the student or parent/carer should telephone the College Office on the first day of absence, preferably before 9am, to report the reason for absence and subsequent days after that too.

The correct procedure for reporting absence is to call 01621 854681, choose option 1 'Student Absence', and then option 3 'Sixth Form College Absence'. If a student is likely to be away for some time, the College Office needs to be informed so that work can be sent home.

**Examples of acceptable reasons for absence from lessons include:**

- Illness (which renders you incapable of attending College)
- Educational visits and other activities organised by the College
- Attendance at University Open Days/Interviews for post-College employment/training

**Examples of unacceptable reasons for absence from lessons include:**

- Driving lessons
- Part-time employment
- Working on homework or coursework
- Medical appointments which could be attended outside of lesson time

College students are permitted to leave College when they do not have lessons. However, students **MUST** swipe in and out of the building. This is to ensure all students can be safely located in the event of an emergency. All College students will be issued with ID swipe cards and they are accountable for ensuring they are used responsibly at all times. Students and staff should all wear ID cards on a lanyard as this is a safeguarding issue and identifies students as members of our school community.

Students are required to swipe in and out of College every time they enter or leave the premises using one of the machines located on the ground floor. This will ensure we are aware as to who is in the building in the event of a fire or any other emergency. Please be aware the swipe machine outside the College Office is purely for registration of compulsory study time (CST) and students must use it accordingly to ensure their attendance is recorded for CST sessions.

If students lose their lanyard, replacements are available from the College Office at a small cost. If students lose or forget their ID card/swipe card, they must inform the Post 16 staff in the College Office immediately as this is both a security and health and safety issue. There will be a charge for replacement cards. A temporary card will be issued by the College Office staff, however, students who persistently forget their card will be sent home to collect it.

**Plume College Staff Absence:** Staff absences for College students will not be disclosed as students will be expected to arrive to all lessons on time, register, collect and complete work independently during their timetabled lesson. In some cases, staff may, if absent, email work to students and their expectations for its completion. Key Stage Five lessons will not be 'cancelled'. The onus is on the student to be proactive and ensure they register for the lesson and complete work to the required standard and submit on time.

## **5. REPORTS AND CONSULTATION EVENINGS**

Students are expected to attend Parents/Carers Consultation Evenings with their parents/carers to enable the College to discuss and support their progress. For all students, progress reviews are a crucial part of the monitoring process. College students receive one Progress Review per half-term in the autumn and spring terms. Students also receive an Annual Overview Report in the summer term. Parents/Carers' Consultation Evenings are held during the year and the dates of these are published in Plume News and on the College website. Parents/carers are strongly encouraged to attend with students as these evenings and the reports are important for communication between the College and home.

## **6. GENERAL BEHAVIOUR AND DRESS**

All students will be expected to behave in a responsible manner, recognising that College students provide a role model for younger students in the academy. Respect and courtesy should be shown at all times by students both to each other and to staff and visitors to the College and academy. Students must adhere to the **College Dress Code** and where necessary, ask for detailed guidance on what is and is not acceptable dress. This also includes guidelines for appropriate hair styling.

**For Health & Safety reasons, all facial piercings are regarded as unacceptable.** College students should discuss these with the **Student Achievement and Progress Manager** before making arrangements to have visible body piercings to avoid any confusion and ensure compliance with the College dress code.

Year 12 and 13 students are allowed to use their mobile phones, but we ask that they are only used in the College area. If students use their phones in the main school building, they can expect to be asked to put them away by staff. Please note that mobile phones are also the responsibility of the student and the College/academy cannot take any responsibility for mobile phones or any other electronic devices.

## **7. HOLIDAYS DURING TERM TIME**

Family holidays should be taken outside of term time whenever possible. It is not acceptable for students to arrange their own holidays during term time unless they are going with family. Group holidays with friends during term time are not permitted

regardless of when the holiday is booked. Permission to take a holiday during term time must always be sought before booking a holiday. Parents/carers must send a letter directly to the Executive Principal, Mr Wakefield.

## 8. PART-TIME JOBS

Whilst we accept that students have part-time jobs, a careful balance needs to be made between paid work and College work. A part-time job should not affect the completion of work or deadlines set by teaching staff. Please note that where timetabled, the College day lasts until 4.15pm, and so when securing part-time employment, students should ensure that the employer will not expect them to work before this time.

## 9. SMOKING

The whole College site (both inside and outside the building) is a non-smoking site. It is equally unacceptable for students to smoke just outside the College/academy boundary and we ask students to be mindful of the image this creates. Students who do wish to smoke off-site must ensure they do so out of the sight of the whole academy site.

## 10. DISCIPLINARY PROCEDURE

In most cases, problems can be resolved informally between a student and her/his tutor. There are five levels to the disciplinary procedure in the College:

<b>Level 1 – Subject Teacher</b>	Low Level/one off incidents of inappropriate conduct/behaviour/effort.
<b>Level 2 – Tutor &amp; Faculty Leader &amp; SAPM</b>	Concerns about behaviour and conduct in lessons and in school and College areas. Failure to respond to warnings/sanctions at Level 1.
<b>Level 3 – Assistant Vice Principal – Head of College, Mr Hallam (JHA)</b>	Concerns about academic performance and attendance (truanting) across a range of subjects. Failure to respond to sanctions/warnings at Level 2.
<b>Level 4 – Joint Head of Academy Mrs R Clark (RCL)</b>	Significant or repeated breaches of the College Agreement. Failure to respond to warnings/sanctions at Level 3
<b>Level 5 – Joint Head of Academy Mrs R Clark (RCL)</b>	Serious misconduct compromising the safety of staff and students and/or the reputation of the College. Failure to respond to warnings/sanctions at Level 4.

At each level there are support and sanctions. However, a Level 5 incident may lead to the engagement of the permanent exclusion process and a student being asked to leave the College. Ultimately, students in the College are here by choice and if they refuse to conduct themselves appropriately, they are free to seek opportunities elsewhere at another college or in employment.

Where a student makes significant or repeated breaches of the Student Agreement, the Joint Head of Academy (College) may issue a warning letter. The warning letters are issued in the following way:

<b>Green warning letter</b> First incident of unacceptable behaviour/ breach of the academy's behaviour policy.	<ul style="list-style-type: none"> <li>• This is the first College warning letter</li> <li>• The incident is recorded on the students' file</li> </ul>
<b>Amber warning letter</b> Second incident of unacceptable behaviour/breach of the academy's behaviour policy	<ul style="list-style-type: none"> <li>• This is the second and final College warning letter.</li> <li>• A disciplinary meeting is held with the student, parents/carers and the AVP.</li> <li>• The incident is recorded on the students file</li> </ul>
<b>Red discipline letter</b> Third incident of unacceptable behaviour/ breach of the academy's behaviour policy	<ul style="list-style-type: none"> <li>• The Student Agreement is terminated. The student is asked to leave the College</li> <li>• Eventual engagement of the permanent exclusion process. The right to appeal exists within this process.</li> </ul>

A decision to exclude a student permanently will only be taken in response to a serious breach, or persistent breaches, of the academy's behaviour policy, and where allowing the student to remain in the academy would seriously harm the education or welfare of the student or others in the academy. These procedures form part of the Student Agreement with the College and are in place to protect all members of the College. Most students have a very positive approach to learning and other aspects of College life, therefore, the number of students who have to be dealt with through these procedures remain extremely low.

## 11. USE OF COLLEGE AREAS

Plume College has five key areas for the exclusive use of College students: the Common Room, College Study Room, College One, College Coffee Shop and the College Library. These areas are one of the privileges of being in the College. Any abuse of these will be a disciplinary matter and will be dealt with according to the College Disciplinary Procedure. Students are expected to be respectful of the facilities provided and maintain these areas in a tidy and reasonable condition. No eating or drinking is permitted in the College Library or Study Room. Inappropriate behaviour within the College area, including the Common Room, will lead to withdrawal of these facilities for the students concerned.

**12. COMPUTER SYSTEMS AND SECURITY:** Each individual student is responsible for their use of the computer facilities and for the security of their user area. Any student who is unable to achieve this (for example by keeping their password secure) may be refused access to these facilities. Students are reminded that they are held responsible for any information sent from their ICT user account. Internet use should be confined to study related use only. We have the facility to monitor student access to internet material. Any student who misuses internet access will have this privilege withdrawn.

**13. EQUAL OPPORTUNITIES:** Plume is committed to providing equal opportunities regardless of gender, disability or ethnic background. Students are expected to treat everyone in a way which is consistent with this approach at all times.

**14. VISITORS TO THE SITE:** Students should not invite visitors to the site without permission from Mrs Clark or Mr Hallam. All visitors, including parents/carers, must sign in and out at our main reception and must wear a pass, issued by a member of the academy's reception team.

#### **15. COLLEGE DEPOSIT**

After students have been formally enrolled on their post-16 study programme, they will be asked to pay a voluntary refundable **£50.00** deposit. Providing all books and other equipment are returned in a *good condition* at the end of the course and all outstanding payments have been completed, this deposit will be refunded in full. It may be used to pay for the UCAS fee and/or any other College related costs. This deposit is voluntary and students will not be treated differently according to whether or not they or their parents/carers have made any contribution in response to this request for a deposit. This refundable deposit is *not linked to our admissions process*, therefore, it does not relate to gaining or being refused entry into our College. Where the deposit has not been paid and costs are incurred the College may seek legal support to ensure all costs are recovered in full. We value students' feedback, therefore, it is vital that students complete their respective Exit Survey via Survey Monkey. College deposits will not be returned until a student has completed this survey and formally signed off using the appropriate clearance form.

#### **16. EXAMINATIONS**

Students are reminded that, in line with Government policy, if they choose to withdraw from a subject or fail to fulfil coursework or assessments, or do not attend their exam sittings, they will be charged the relevant exam entry fees. It is not possible for the College or the Government to gain reimbursement from the exam boards for withdrawals after the final date for submission of entry deadlines has passed. Should a student's repeated failure to attend examinations exceed the £50.00 College Deposit students/parents/carers will be invoiced for the additional costs.

Students are expected to behave impeccably during all examinations. They should arrive on time with their **ID badges** and ensure they are appropriately dressed in line with the College Dress Code. In the event that a student does not meet these expectations, they are highly likely to face disqualification from all remaining examinations for that academic year. This decision will be made by the Head of College in association with the Examination Officer and after final input from the Head of Centre/Executive Principal, Mr Wakefield.

#### **17. MEDICAL INFORMATION**

Students are asked to notify Plume College of any specific medical needs and/or requirements. This information will be treated as confidential and recorded on their student file to ensure staff can provide safe and relevant support if they become ill whilst at College. Please ensure that the College Manager, Mrs Demes, is made aware of any medications, where relevant which are being taken by the student during the school day.

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#### **Student Agreement Formal Expectations**

- ✓ *I understand that by enrolling on a Plume College course, I am agreeing to abide by the terms of this agreement.*
- ✓ *Any serious disciplinary issues whilst waiting to join the Plume College or after I have joined will result in the termination of this agreement.*
- ✓ *I recognise that in order to successfully progress into Year 13 I must fully and consistently comply with the conditions documented in the Student Agreement throughout Year 12.*
- ✓ *I understand this agreement and its contents.*