



HEADLANDS SCHOOL
SINCE 1965

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08th June 2021

Student Character in Headlands Sixth Form

Dear Parent/Carer,

I am writing to inform you of changes being made to the development of student character in Headlands Sixth Form, with a particular focus on Attendance and Attitudes.

Expectations for students are outlined in the Sixth Form code of conduct and key points are as follows:

- To conduct yourself with integrity and dignity, serving as role models to younger students;
- To treat all students, staff, visitors and local residents with respect and consideration;
- To participate fully in lessons, private study periods, enrichment activities and community service;
- To complete all work set by the agreed deadlines and develop independent study skills;
- To remain on school site between 8:30am and 2:45pm, using time to effectively maintain academic progress and pastoral development;
- To maintain the highest possible level of attendance and punctuality at all relevant school activities;
- To follow the Sixth Form procedures for registering and to inform the school of any absence at the earliest opportunity.

From Monday 5th July 2021 the following changes will be made to the development of student character and the way in which this is monitored and communicated to parents.

Attendance

1. Where a student misses a maximum of 2 sessions (defined as any of tutor, private study, classroom lessons, PSHE, or Enrichment), they will be invited to an after school catch up session to allow them to stay abreast of their studies.
2. Where a student misses more than 2 sessions, an email will be sent home to inform parents/carers.
3. If a pattern of absence arises, students will be invited to set attendance targets with Miss Mulligan, Assistant Director of Sixth Form, for the following 2-week period. These targets will be shared with parents/carers via a phone call.

:PRIDE :ASPIRE :RESPECT



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4. If these targets are not met, a meeting will be arranged with the student and their parents/carers to enter a formal attendance guidance tracker. This will set further targets that will be closely monitored by Mr Cooke, Assistant Head (Sixth Form) and evaluated.
5. If attendance is still determined to be an issue for the student, then a discussion surrounding the suitability of the courses studied will be had.

Attendance Rewards

1. Students with 100% attendance to sessions each week will be awarded a Sixth Form team point.
2. Students with 100% attendance over a full term will receive an entry into the termly prize draw for prizes.

Attitudes

1. Where a student has not met the standards expected of them, as set out in the code of conduct, they will have the opportunity for a one to one conversation with a member of Sixth Form leadership.
2. If a pattern arises, students will be invited to set targets with Miss Mulligan, Assistant Director of Sixth Form, for the following 2-week period. These targets will be shared with parents/carers via a phone call.
3. If these targets are not met, a meeting will be arranged with the student and their parents/carers to enter a formal attitudes guidance tracker. This will set further targets that will be closely monitored by Mr Cooke, Assistant Head (Sixth Form) and evaluated.
4. If attendance is still determined to be an issue for the student, then a discussion surrounding the suitability of the courses studied will be had.

Attitudes Rewards

1. Students can be awarded Sixth Form Team points by any member of staff for contributing to lessons and the school community as a whole.
2. Students can be nominated by staff to be the Sixth Former of the Week for going above and beyond in their contributions to the school community.
3. Students with multiple Sixth Former of the Week nominations will receive an entry into the termly prize draw.

Reporting illness

1. Where students are ill, they are expected to contact the Sixth Form to report their illness by 8:30am. If this information is not reported to the Sixth Form, contact will be made with parents/carers to ascertain reasons for absence.
2. Where a student has more than 1 day of self-declared absence in a half term, contact will be made with parents/carers to closely monitor any developments.

Sixth Form team points

Points are allocated to students by any member of staff for anything that contributes to their lessons or the school community. The Sixth Form team with the most points at the end of the school year will win the Sixth Form Team Cup and a team based prize. There is also an individual award for the student with the most individual team points.

Thank you for your continued support.

A handwritten signature in black ink, appearing to read 'B Cooke', written in a cursive style.

Mr B Cooke
Assistant Head (Sixth Form)