

ERNEST BEVIN COLLEGE



Sixth Form Induction Pack for Parents



January 2013

Ernest Bevin College

6th Form Parents Evening – 23rd January 2013

GUIDANCE FOR PARENTS

Register

- ◆ Please see a member of staff on arrival who will mark you off their list and direct you to your son's / daughter's tutor.

See Tutor

- ◆ See your son's / daughter's tutor and collect a copy of their report with feedback form on the reverse.
- ◆ Tutor will discuss overall progress with you.

Check staff initials list

- ◆ Check the lists to see which staff initials on the report correspond to each teacher.

See Teachers

- ◆ See all teachers indicated on the report.
- ◆ Teachers will discuss subject progress and write comments on the reverse of the report.

See a member of the 6th Form Leadership Team

- ◆ If the report has a sticker on it then you must see a member of the 6th Form Team before you leave.
- ◆ Please see a member of the 6th Form Team if you have any other questions.

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Sixth Form Charter - Parent



By your child being a part of Ernest Bevin Sixth Form, you accept:

Responsibility for your child's welfare and progress.

- ◆ Ensure that your contact details are up to date at all times.
- ◆ Ensure that your son/daughter always has their 6th Form planner with them in college.
- ◆ Ensure that your son/daughter wears their 6th Form ID pass at all times.
- ◆ Look at the college calendar and ensure that you are aware of all events and deadlines.
- ◆ Ensure that your son/daughter's attendance and punctuality are excellent.
- ◆ Read your son/daughter's reports each time they are sent (November, January, March, July).
- ◆ Keep in regular contact with your son/daughter's tutor.
- ◆ Inform the college promptly if your son/daughter is absent for any reason.
- ◆ Deal with all of our staff in a polite and appropriate manner.

Responsibility for contact with the college.

- ◆ Ensure that you attend any meetings at the college that you are asked to attend.
- ◆ Ensure that you attend 6th Form Parents Evening (see calendar for time and date).
- ◆ Achieve at least minimum grades in all subjects and aim higher
- ◆ Deal with our staff in a polite and appropriate manner

6th Form Planners and Equipment

- ◆ Check and sign your son/daughter's 6th Form planner every 2 weeks.
- ◆ Help to ensure that your son/daughter acts in a sensible, responsible and polite manner in the local community around the school and respect our neighbours and their property.

Monitoring Commitment

- ◆ Ensure you are present and registered during morning and afternoon
- ◆ Help to ensure that your son/daughter completes all work on time and to the required standard. Registration in your tutor group and take part in tutor time activities
- ◆ Attend for the whole school day (8.50am - 4.30pm) unless you have permission to do otherwise
- ◆ Attend all lessons on time with the correct books and equipment and your 6th Form planner
- ◆ If arriving late or leaving the building for a good reason – inform your tutor
- ◆ E-mail/telephone your tutor to inform them if you are not in school - make yourself accountable, especially if claiming EMA
- ◆ If your attendance drops below 90% then you will be subject to the appropriate sanctions.

Commitment: (Failure to agree to all of these terms and conditions and return this form will result in your son/daughter's application to the 6th Form to be cancelled.)

Signed: Parent / Guardian

Print Name:

Student Name:

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Attendance



Expectations

Attending all lessons and registration periods on-time will not guarantee that your son / daughter will get good results, however **non-attendance will guarantee poor results**. For this reason, the college insists on good attendance in the 6th Form.

Your son's / daughter's **attendance to lessons and registration periods will be closely monitored** by their tutor and the 6th Form team each week.

Any student falling below **90% attendance** without a valid reason will be subject to **disciplinary procedures** and if the problem persists, will be asked to leave the 6th Form.

If your son / daughter is more than **10 minutes late** for any lesson they will generally not be allowed into the lesson. Even if they are allowed into the lesson they will be marked absent for monitoring purposes.

Some **students who have proved themselves capable of independent learning** or have other **valid commitments** outside college during their non-teaching periods may be excused from some of their registration periods, however this is only done after the relevant paperwork has been approved by the Head of 6th Form.

Guidance

If your son / daughter are ill, then either you or your son / daughter must **inform the tutor by e-mail or telephone** on the first day of the absence. Your son / daughter must also **go and see the teachers** of any lessons they have missed as soon as they return to college and **collect any work that they have missed**.

If your son / daughter are being marked absent by mistake, either for lessons that they have been attending, for subjects that they are no longer studying or if there are mistakes on their timetable then **it is their responsibility** to sort these problems out. They must do this by telling their tutor and the subject teacher involved as soon as possible.

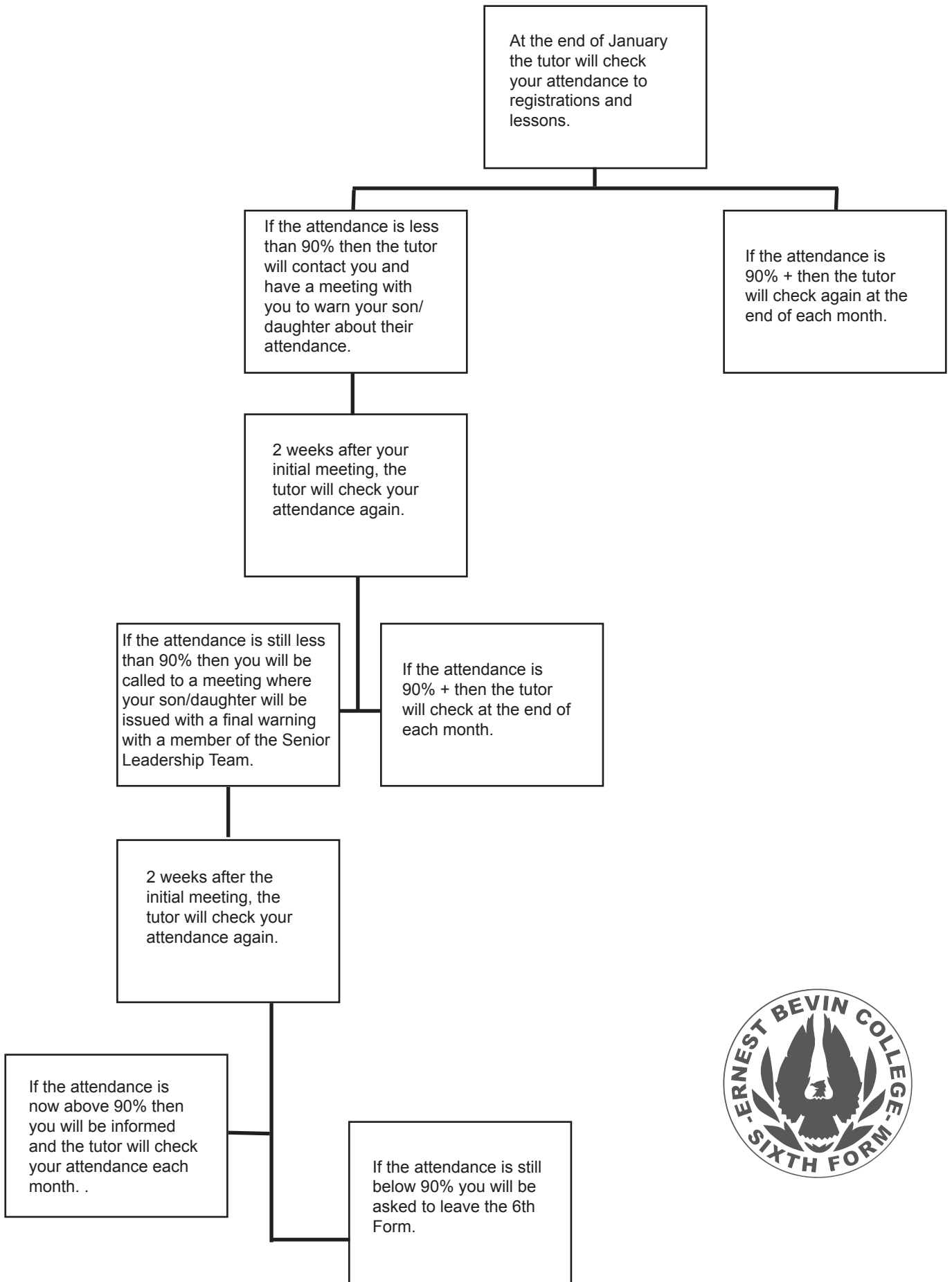
If your son / daughter would like to be excused from some registration periods, they can only do this by prior arrangement and **by completing the required paperwork**.

If they know in advance that they are going to be unable to attend or be late for lesson or registration a then they **must inform** the subject teacher or their tutor by e-mail in good time and **collect any work that they miss**.

If they have any other attendance problems then must see their tutor and / or a member of the 6th Form team to resolve these problems promptly.

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Poor Attendance - Discipline Procedures



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Private Study Commitment: College and Home

Student Instructions

- ◆ Complete the form below to show your whole timetable. Print 3 copies – one of for your parents and one for your tutor and one for you.
- ◆ Mark on the timetable the 4 hours for each AS Level, by copying and pasting “Private Study” into the appropriate block below. You should enter your 4 hours in school and 12 hours at home for 4 AS levels.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
P1							
P2							
Break							
P3							
P4							
Lunch							
P5							
P6							
P7							
4pm-5pm							
5pm-6pm							
6pm-7pm							
7pm-8pm							
8pm-9pm							

Student

I commit to keeping to the study plan I have completed - **Signature** _____ **Date:** _____

Parents

We want all our students to help develop effective private study habits in the sixth form and to complete four hours private study a week for each AS level subject.

We would like students to make themselves accountable for their study time.

We have designed this Study Plan accordingly, to support students and to encourage them to develop disciplined study habits.

Please keep a copy and signed Study Plan somewhere visible, so that you and your son or daughter can monitor and discuss progress together.

Parents' signature _____ **Date:** _____