

Post 16 Learner Agreement at John Taylor Free School

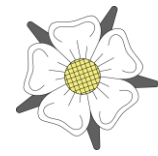
Introduction

Starting your Post 16 provision is a significant event. It is important that we all start that journey together and commit to certain aspects of that journey to help us all succeed and thrive. The Post 16 Learner Agreement represents the aims and the values of the school. It highlights the responsibilities of the school towards its students as well as what the school expects of the student. Please read this agreement carefully as acceptance of your space at Post 16 assumes agreement to these conditions. If any Post 16 student is deemed to not be following the Learner Agreement, we will follow the JTFS Behaviour Procedure, or other relevant policy, which can be found on our website.

Part A: Student Expectations

TURN UP

- Keep the school informed of any concerns or problems which might affect your work, behaviour or wellbeing. Your Personal Tutor is the initial point of contact for wellbeing concerns.
- Be punctual to both school and lessons (including Personal Tutor Time), as lateness to school after 9am will result in an unauthorised absence.
- Attend assemblies, knowing they are strategically planned to meet our statutory guidance as well as expand wider knowledge and understanding.
- Ensure that holidays and driving lessons are not taken in term time and maintain >95% attendance.
- Should attendance to school fall below 80% you may be asked to pay for your exam entry fees (around £300 per subject, which is subject to change).
- Attend all examinations and Trial Exams in a timely manner. If you fail to attend an external exam you may be invoiced for the costs incurred.
- When choosing to leave site during lunchtime you continue to represent JTFS. You must sign in and out using the tablets in main reception. If you are deemed to be late returning to site, fail to represent JTFS in a positive manner, or attempt to leave site at an unapproved time, this privilege will be revoked, and we will follow the JTFS Behaviour Procedure.
- Leave of Absence requests form can be collected from the Post 16 Office and may be completed to request authorised absence for valid circumstances. The decision on approval of your absence request form lies with the Headteacher.



WORK HARD

- Understand that mobile phones and air pods/headphones are only permitted to be used in the Post 16 area: they are not permitted around school site.
- Phones should not be used during Study Periods. Any phones seen during Study Periods will risk confiscation, where they will be kept in Post 16 Office until the end of the day. There are laptops and PCs available for academic tasks during Study Periods.
- Complete extended learning activities to support learning outside of the classroom.
- Avoid plagiarism in any coursework or assessed work and speak with your teacher for approval before making use of AI tools or submitting any work that has been influenced by the use of AI.
- Ensure you have the equipment you need for learning each day. There are a small number of Post 16 lockers available for a £10 deposit.
- Organise notes, homework and assessments appropriately to meet our expectations and evidence this during calendared "Folder Check" weeks.
- Attend Trial Exam Review evenings and discussions about your progress.
- Utilise study periods effectively in the school building, ensuring the Quiet Study room is used solely for its designed purpose.
- Understand that, when in Year 13, period 5 and 6 Study Periods may be taken offsite, but this is a privilege that may be revoked should attendance or progress become a concern.
- Register in Quiet Study for the allocated Supervised Study periods on my timetable and complete work in silence as directed.
- Check your school email and Bromcom regularly to keep up to date with communications.
- Take responsibility for my own personal electronic devices to support my learning, including but not limited to laptops, headphones and tablets.
- Manage my time and organisation to maintain high academic achievement in 3 subjects.
- Ensure my actions allow myself and others to succeed and thrive, being a positive role model in the JTFS community.

BE NICE

- Care about my wellbeing and safety, and wellbeing and safety of others.
- Take up the opportunities to participate in and contribute to enrichment.
- Care for the safety and happiness of staff and other students and show respect for all members of the JTFS community, whatever their race, sexuality, gender and background.
- Treat the buildings and equipment of the school with respect, ensuring the Post 16 room is kept clean and tidy.
- Never bring to school or have in your possession any prohibited items including but not limited to vapes, drugs, weapons, replica or toy weapons, knives and anything else that could be perceived to be a weapon.
- When reaching the legal age, if I have use of my own personal vehicle, I will use the PUDO appropriately and am aware that I take full responsibility for my own car keys and vehicle.
- Dress following the Post 16 Dress Code (on page 4), including wearing my ID lanyard at all times.

Part B: School Expectations

- Care about the wellbeing of our students.
- Provide a broad, balanced and challenging curriculum.
- Provide a high standard of teaching and learning through purposeful, stimulating teaching and constructive advice to students on how to improve performance.
- Set, mark and monitor homework and assessments.
- Have high expectations of attendance, behaviour and progress.
- Reward good behaviour and consistent effort but provide consequences in a fair, firm and consistent manner if necessary.
- Promote a safe and orderly school community in which everyone shows respect and consideration for each other.
- Promote Equal Opportunities and Race Equality for all students.
- Provide a range of enrichment, leadership and extended learning opportunities.
- Provide reports on each student's progress and give opportunities for parents to discuss this with school.
- Inform parents and students of any concerns regarding attendance, behaviour and progress.
- Offer students and parents clear advice about UCAS, apprenticeships and other post 18 options.

Part C: Parent Expectations

- Read the Post 16 Learner Agreement and will cooperate with the school in supporting Post 16 students in your care to follow the agreement.
- Ensure that my child attends school every day and is on time and notify the school as soon as possible if there is a valid reason for them not to attend.
- Support the school with the implementation of policies and procedures, including our behaviour policy.
- Engage with the school in a positive way regarding my child's academic achievement and personal development.

Post 16 at John Taylor Free School

The dress code in Post 16 maintains the high standards expected of our establishment while catering for the modern adjustments to working life. As senior members of the school community, Post 16 students do not need to wear uniform bearing the school logo. However they are expected to adhere to the school's dress code, which generally comes under the banner of professional business dress. This means Post 16 students are demonstrating high standards all day, every day and are role models for the younger students.

Please note that decisions regarding whether an item of student dress is in line with the dress code will be made by the Post 16 team and Head of School. If in doubt, we suggest you keep receipts and tags on items so they can be refunded if necessary. If a student's dress is not in line with the policy they will be loaned an item of clothing for the day, but it is expected that this will be rectified the following school day.

Item of Clothing	Description
Blazers	Blazers must be worn when moving around the building.
Shirt	Smart, sleeved shirts must be tucked in at all times. A plain jumper can be worn over a shirt, however a shirt must still be present. Acceptable jumpers include Crew, V, 3/4 zip length variants. Cardigans, hoodies and branded sweaters are not permitted.
Skirt/Trousers	Smart trousers, tailored skirts or sleeved dresses are permitted. Any skirts or dresses must be suitable for the workplace, of an appropriate length (no shorter than the knee) and worn with a blazer when moving around the building. Lycra type skirts are not permitted. We encourage the wear of tights when wearing skirts/dresses.
Shoes	Dark leather type shoes or ankle boots. Trainers, sliders, clogs, sandals, knee length boots and UGGs type shoes are not permitted.
Clothes Worn for Religious Purposes	Hijab can be worn but must neutral colour and must not cover either the face or uniform. A turban can be worn but must be plain black. Please contact the school directly if you feel there is a need for any other item to be worn due to a religious belief.
Jewellery	Jewellery can be worn but must not be excessive. Facial piercings (including nose and tongue), visible tattoos and body piercings are not permitted. Stud earrings only.
Hair	Hair should be kept tidy with no extreme styles. Dyed hair should be within a neutral colour range.
Lanyard	As part of safeguarding, Post 16 students must wear their ID badge and school lanyard around their neck, clearly on display, at all times.

Post 16 at John Taylor Free School

Please see examples of accepted items:



Formal trousers



Chinos



3/4 Zip



Crew Neck



V Neck



Tailored skirt



A-line skirt

Please see examples of not accepted items:



Vest top



Strap dress



Hoodie



Stretch skirt



UGG shoes



Black sports trainers



Logo jumpers