

Post 16 Learner Agreement

UTC Leeds wants to promote an ethos of valuing people by supporting them to achieve their personal best.

We believe that we each have a responsibility to ensure that you achieve the best you can. To support this process we believe that it is paramount that we work in partnership with each other and that the values and responsibilities shown below will help us achieve this goal.

The College's commitment to students:

- You will be treated with respect and as young adults, who can make sensible decisions with the right advice.
- We will be honest with you at all times.
- Teachers will do their best for you ensuring they cover all the material and skills required for you to achieve your best in examinations and extra-curricular activities.
- We will offer regular consultation with you about your learning and progress.
- We will keep parents fully informed of your progress through parent evenings and meetings by appointment where necessary and Progress reports.
- We will help you make excellent progress by providing regular monitoring of your academic progress.
- Offer guidance in improving your personal organisation skills and time management.
- Provide a caring and supportive environment.
- Provide advice in pursuing further and higher education opportunities.
- Provide help in choosing and pursuing a suitable career.
- Provide the appropriate facilities and resources to encourage and support your learning.
- Create the opportunities necessary for potential to be realised.
- Offer enrichment opportunities to students to help them develop as an individual.

The Student Agreement

To comply with;

College rules set out by the head of sixth form and pastoral manager during your induction and to parents on the information evening in September

The Post-16 Code of conduct Policy

Expectations of this Learning Agreement

The Business dress code

To wear your Student ID badge at all times when in and around College

To respect the sixth form area

Conduct

- To be 'ambassadors' for the College; not to bring the college into disrepute through actions during the College day or in your personal time
- Not to undertake more than 14 hours of paid employment during the week, as this has been shown to seriously affect your outcomes..
- To be responsible for the College environment e.g. putting litter in bins and respecting College property.
- To behave in a mature and responsible manner in all aspects of College life.
- To ensure you do not bring prohibited items on site, these include but are not limited to; illegal substances, smoking paraphernalia, alcohol, offensive weapons, and any item deemed a safeguarding risk. Possession of such items, as highlighted in the Post-16 Code of conduct Policy, can result in immediate exclusion from College

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Study

- To do your best and commit to your studies.
- To complete all courses undertaken in their entirety, unless given written permission by the head of sixth form.
- To have your planner at all times.
- To utilise private study time appropriately.
- To study productively as either part of a group and/or independently.
- To meet the deadlines for work.
- To utilise the study area and library in an appropriate manner.
- To ensure you seek help and guidance if you are struggling
- To attend additional sessions should you be directed to do so by any member of staff
- To ensure all work submitted is entirely your own and not plagiarised from another student

Attendance

- To aim for 100% attendance
- To be present and punctual at all registration periods and lessons.
- To attend all lessons, tutorials and assemblies.
- To correctly follow the registration procedure within the College.
- To make all medical, dental or driving lesson appointments outside the College day.
- To contact the College no later than 8.30 am (Tel: 0113 3530140) to inform of any absence.
- Provide notes to explain illnesses.
- Provide a doctor's certificate for periods of prolonged illness.
- Ensure blue or pink attendance forms are completed and given to the pastoral manager prior to or following any period of absence

The Parent Agreement

- To support the College by encouraging punctuality and full attendance.
- To work in partnership with the College in ensuring that the student achieves his or her potential.
- To avoid taking the student out of the College during term time, unless it is unavoidable.
- To avoid term time holidays which are not considered appropriate and would class as unauthorised absence.
- To support the processes in place in the Post-16 Code of conduct policy

Parent Signature

Student Signature:

Tutor Signature:

Date:

N.B – Enrolling as a student at UTC Leeds is deemed as the student agreeing to the requirements of this document, the Post-16 Code of conduct policy and all general expectations of staff within lessons and around College. Students can access the Post-16 Code of conduct Policy through the student shared area, the Sixth Form area of the College website or from their Profile team leader or the Pastoral Office. Parents have access to this document via the website.