



Robert Clack Sixth Form

Enrolment Form

Pupil Name	
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We have received copies of, understood and agree to the contents of following documents:

- Home School Agreement
- Computer Acceptable Use Policy
- Plagiarism Policy
- School Rules and Dress Code

Please complete the boxes below:

	Signature	Name (please print)	Date
Pupil			
Parent / Carer			
Teacher			

This sheet should be completed and returned on the first day of school.

This sheet must be completed before enrolment can be completed.



Robert Clack Sixth Form

Home School Agreement

Robert Clack School as part of the North East Consortium will:

- Provide a first class education for your child and create an atmosphere where the pursuit of excellence is everyone's objective.
- Encourage your son/daughter to develop and demonstrate the characteristics of a successful proactive learner *i.e.* VESPA (Vision, Effort, Systems, Practice and Attitude).
- Care for your son/daughter's safety and happiness within a supportive community, where acceptance is granted to all, where indifference, discrimination and bullying have no place and the fostering of good relationships is highly valued.
- Keep you well informed about general school and consortium matters.
- Regularly inform you about the progress of your son/daughter.
- Organise a parents' evening where you will have the opportunity to discuss your child's progress with their teachers.
- Inform you should there be a concern about your child's progress, attendance or behaviours and provide appropriate support to help your child to improve.
- Listen and respond as quickly and effectively as possible to your views and concerns as parents and students, therefore providing an open and welcoming culture in which we can work together.
- Prepare your son/daughter for the world of work or further study by encouraging high standards of behaviour, attendance and personal conduct.
- Prepare and support you son/daughter for applications to Further or Higher Education, Apprenticeships or employment.

As parent(s) / carer(s) I/we will:

- Ensure that my son/daughter comes to school on time and any absences are notified by telephone on the day of absence.
- Plan vacations during school holidays to adhere to the government's statutory expectations regarding school attendance.
- Provide a supportive environment at home that encourages learning, completion of planned study, application and participation and take an interest in my son/daughter's life in Sixth Form.
- Support the school's policies, especially on uniform (a copy of the dress code is enclosed), conduct, punctuality and attendance.
- Ensure that photographic or video images of staff and pupils are not used or passed on to a third party unless permission has been obtained.
- Read all communication, either in written or electronic format, from the school and respond accordingly.
- Attend Parents' evenings and meetings concerning my son/daughter's progress.
- Contact the school when a concern has arisen, with the expectation of swift action by the school.

- Ensure that if my child has paid work, this takes place outside of school hours and does not affect their attendance to after school sessions.
- Understand that attendance below 95%, poor conduct, plagiarism or poor work ethic may result in your child's place on a course and/or in the sixth form being withdrawn.
- Understand that in the event that a student is clearly unable to pass a course their entry may be withdrawn and they may be removed from a course.
- Understand that a number of criteria must be met in order for your child to progress into Year 13 on the courses that they study in Year 12.

As the pupil I will:

- Wear my ID badge and abide by the dress code at all times.
- Arrive on time with the correct resources and equipment I need for each lesson.
- Abide by the schools rules and demonstrate politeness, care and concern for all other members of the school/ consortium.
- Understand that attendance below 95%, poor conduct, plagiarism or poor work ethic may result in my place on a course and /or in the sixth form being withdrawn.
- Attend assembly and tutorial periods as timetabled and attend other meetings and events (such as personal development days) as requested.
- Meet all coursework deadlines and make full use of planned study time. Do all the work set to the best of my ability and seek to extend myself through additional effort, reading and research.
- Only use mobile phones and electronic devices in the Sixth Form centre in a sensible and respectful manner.
- Not use photographic or video images of staff and pupils or pass them to a third party unless permission has been obtained.
- Respect the physical environment of each partner school and local community.
- Play a positive part in enhancing the success and reputation of my school and the consortium. This also includes journeys to and from school, between partner schools and whilst on school trips or events.
- Follow the consortium rules and regulations in respect of E-Safety.
- Understand that entry to examinations is not automatic but is subject to demonstrating that you can pass and having excellent attendance in each subject.
- Where appropriate attend extra classes after school as requested or required by the demands of the subject.
- Ensure that any paid work is completed outside of school hours and does not affect my attendance to school and/or after school sessions.
- Understand that entry to Year 13 on the courses which you study in Year 12 is not automatic and a number of criteria must be met.



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Computer Acceptable Use Policy

The North East Consortium schools have provided computers for use by students. They offer access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support the curriculum.

The computers are provided and maintained for the benefit of all students, who are encouraged to use and enjoy these resources, and ensure they remain available to all. Remember that *access is a privilege, not a right* and inappropriate use will result in that privilege being withdrawn and possibly further disciplinary action. Any criminal activity will be handled by the relevant authorities.

Please Note! This Computer Resources policy also governs all *remote (off site)* access to the resources of the North East Consortium.

The term the North East Consortium refers to any ICT facility provided by or through the partner schools. The partner schools are All Saints, Eastbrook and Robert Clack

Equipment/Hardware

- Do not install, attempt to install, or store programs of any type on the computers without permission.
- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
- Do not deface or remove labels, logos or any other asset tags from PC related equipment.
- Do not remove or relocate any item of equipment from its installed location without permission. (This includes mice, keyboards or any other removable device that is the property of a partner School.)
- Do not use the computers for commercial purposes e.g. buying or selling goods.
- You are permitted to bring your own Data Storage Devices into school *for educational purposes only*. The consortium will not be liable for the theft, loss or damage of these devices/media. If you suspect that your device/media may contain a virus, DO NOT CONNECT OR LOAD IT INTO ANY COMPUTER EQUIPMENT WITHIN THE SCHOOL WITHOUT FIRST CONSULTING IT TECHNICAL STAFF. Students are responsible to ensure that these devices/media are checked by reputable antivirus software before bringing them into school.
- Do not connect mobile USB/Firewire related devices to the network (e.g. laptops, tablets iPods, MP3/4 players, Mobile Phones, etc.) without first checking that this is permissible, firstly with the supervising member of teaching staff and secondly ICT Technical Staff.
- Do not eat or drink near computer equipment.
- The maintenance of printers (particularly the removing of paper jams and the replacing of ink supplies) is the responsibility of qualified members of staff. If a printer needs attention this must be directed to the supervising member of staff.

Security and Privacy.

- Upon arriving in a partner school, you will be issued with your own personal user account and space for educational purposes only. Do not disclose your account details (username/ password) to others, or use accounts intended for the use of others without the permission of the supervising member of teaching staff.
- Never tell anyone you meet on the Internet your home address, your telephone number or your school's name, or send them your picture.
- Do not use the computers in a way that harasses harms, offends or insults others.
- Respect, and do not attempt to bypass, security in place on the computers, or attempt to alter the settings.
- Computer storage areas will be treated like school lockers. Authorised consortium staff therefore reserve the right to occasionally review the contents of your storage area(s)/ removable media to ensure that these are being used responsibly.
- Authorised consortium staff may periodically monitor your network activity/communications to ensure that the system is used responsibly.

Internet

- Do not access the Internet unless for study or for school authorised/supervised activities.
- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- Do not engage in 'chat' activities over the Internet. This takes up valuable resources which could be used by others to benefit their studies.
- Never arrange to meet anyone unless your parent/guardian or teacher goes with you. People you contact online are not always who they seem.
- Internet activity is recorded/ monitored on daily basis and technical staff may be asked to submit information on your internet history as part of any SLT headed investigation.

E-mail

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not allowed.
- You should not send or forward ANY email to more than 5 recipients without the permission of a member of staff. This also includes sending or forwarding the aforementioned email via more than 5 separate transactions.
- Never open attachments to e-mails unless they come from someone you already know and trust. They could contain viruses or other programs which would destroy all the information and software on your computer.
- The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. Always report such messages to a member of staff.
- E-mail communications may be requested from technical staff if deemed relevant, as part of an SLT headed investigation.

Acceptable use of Data

- The networks *are the property* of the London Borough of Barking and Dagenham and the individual partner schools. The data that you store on the School networks should only be for the purpose of your education and the subjects that you are taking. Any data that is considered inappropriate and not fit for purpose will be removed without notice and if considered offensive will be forwarded to SLT for investigation.
- You are assigned a set amount of space for the purpose of coursework only. Do not use this for any other purpose.
- You are responsible for all the data held in your user space. You are responsible to keep an up to date backup copy of all you work. You are responsible to keep that data secure by making sure that your password remains private.
- MP3/MP4s should not be stored on the school networks unless this is required as part of your coursework. However these should only be stored in small quantities. When you run out of allocated space, technical staff will look for MP3/MP4s and delete these before considering whether an increase in space is warranted.
- Pictures and Images should not be stored on the School networks unless these are required as part of your coursework. However these should only be stored in small quantities. When you run out of space, technical staff will look for inappropriate material and delete these before considering whether an increase in space is warranted. Any pictures/images that are considered offensive will be forwarded to SLT for investigation.



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Plagiarism Policy

What constitutes plagiarism or cheating?

If you submit an assignment or piece of work that contains work that is not your own, without indicating this in your assignment by acknowledging your source of where it came from, you are committing 'plagiarism' and this is wrong. This might occur in an assignment when:

- copying word-for-word directly from a text
- paraphrasing the words from a text very closely
- using text downloaded from the internet without acknowledging the source
- borrowing statistics or assembled facts from another person or source
- copying or downloading figures, photographs, pictures or diagrams without acknowledging the source
- copying from the notes or essays of a fellow student.

You must be clear that **Copying is not permitted unless it is clearly identified as a quotation and properly acknowledged – i.e. give authors name, source title and page reference or website location.**

If it is proven that you have copied work your parents / carers will be informed and disciplinary procedures will be invoked.

The NEC Policy is as follows:

Under no circumstances are students to lend their coursework or user area to other students.

All coursework will be scrutinised and similar work or work that is considered to be plagiarised will be referred to the Head of Department and the Examinations officer.

The disciplinary procedure for Plagiarising work, if invoked is as follows:

A consultation with the Examinations Officer and Head of Sixth Form followed by a written letter signed by the student agreeing that should there be a further incident they will leave the course.

A copy of the letter will be sent to parents/guardians.



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School Rules

The 'home school agreement' details what you can expect from us as Robert Clack School working as part of the North East Consortium. The home school agreement also outlines our expectation of pupils and their parents.

This document gives further details on the school rules for sixth form pupils.

Responsibilities of Sixth Form Pupils

Sixth form pupils are expected to follow the rules listed below:

- Behave with courtesy and respect towards others at all times whilst in school and within our local/wider community.
- Attend school regularly and be punctual.
- Be prepared for lessons with the correct resources and equipment and carry their Sixth Form Diary at all times.
- Meet all deadlines for homework and assessments and complete a minimum of 4 hours planned study per subject per week.
- Walk on the left side of the corridor and move sensibly around the school site.
- Dress in accordance with the Sixth Form Dress code at all times (outlined below). ID badges should be worn and visible at all times and outdoor coats should not be worn in the building.
- Eating and drinking is only permitted in the school canteen or common room.
- The following items are prohibited on school site: chewing gum, cigarettes, e-cigarettes, lighters, alcohol, drugs (including 'legal highs'), matches, correction fluids, aerosols, laser pens, and metal combs.
- Valuable items should not be brought into school. The school cannot take responsibility for the loss of personal items. (The Governing body allows all students in an emergency to contact home free of charge from the school office phone).
- Photographic or video images of staff and pupils must not be used or passed on to third parties *e.g.* websites (unless written permission has been obtained).
- If leaving the school site with permission during a timetabled lesson, students must gain authorisation from their Head of Year.
- Pupils must attend after school sessions as directed by the class teacher or the relevant Head of Year.
- Students should only be in the building between 8.00am and 3.30pm unless they are taking part in a supervised activity. Pupils must not work in unsupervised areas of the school.

Failure to comply with the school rules will be communicated to parents and appropriate sanctions and support put in place to help the pupil improve. Persistent breaches of the school rules or a serious breach of the school rules may lead to a pupil being removed from the Sixth Form.

Attendance and Punctuality

We expect all pupils to:

- Have an attendance of 95% or above and have no unauthorised absences.
- Arrive to all lessons and school events on time.
- Complete paid work outside of school hours so that it does not affect attendance to school and/or after school sessions.

Should a child be unwell or not able to attend school for another legitimate reasons, we expect parents to contact the school to let us know:

- Main office: 0208 270 4200
- Mrs Cuttell (Year 12 Attendance Officer): dcuttell@robertclack.co.uk, 0208 724 8416
- Mrs Firman (Year 13 Attendance Officer): tfirman@robertclack.co.uk, 0208 270 4205

Failure to meet these expectations will be communicated to parents and appropriate sanctions and support put in place to help the pupil improve. Persistent failure to meet these expectations or a very poor attendance / punctuality may lead to a pupil being removed from the Sixth Form.



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Dress Code (with clarifications)

Sixth form students are important role-models for our younger students and their attire should reflect the high aspirations and professionalism of the sixth form community.

All students, both male and female, are expected to wear a **formal, plain suit**:

- Boys - Formal plain suit with jacket and trousers, shirt and tie.
- Girls - Formal plain suit consisting of a jacket with either trousers, a skirt or dress. A formal buttoned shirt or a blouse (or suitably professional equivalent) must also be worn.
- Everyone will be expected to wear smart leather (or leather-look) shoes.

Clarifications and further detail

Male uniform clarifications:

A suit consists of a **plain formal suit jacket** and **formal suit trousers**.

- Formal plain suit trousers
 - Skin tight trousers, jeans or leggings must not be worn.
- Formal collared shirt with tie
 - Buttoned shirts can be short or long sleeved.
- Plain leather or leather-look formal shoes worn with plain dark coloured socks.
- Optional: Plain formal jumper or cardigan can be worn but must show the shirt and tie.
 - This should be worn as well as the jacket **not** instead of.

Female uniform clarifications:

A suit consists of **plain formal suit jacket** with either a pair of **formal suit trousers, formal suit skirt or formal suit dress**.

- Formal plain suit trousers
 - Skin tight trousers, jeans or leggings must not be worn.
- Formal plain suit skirt or dress
 - Knee length or longer. No high slits or zips.

- Skirts and dresses cannot be skin tight and those made of a stretch fabric must still allow the garment to drape.
- Skirts and dresses that 'ride up' due to over stretchy material are not acceptable.
- Shoulderless or 'strappy' dresses must not be worn. Dresses must have a modest neckline.
- Formal buttoned shirt or a blouse (or suitably professional equivalent)
 - Tops can be short or long sleeved and must be loose fitting.
 - Shoulderless, 'strappy', sleeveless, see-through or lace tops must not be worn.
 - Tops must have a modest neckline. Tops must not be skin tight and bare midriffs are not appropriate. Undergarments should not be visible.
- Plain leather or leather-look formal shoes
 - Flat or low heeled
- Plain black or flesh coloured tights only, if socks are worn they should be plain and dark in colour.
- Optional: Plain formal jumper or cardigan can be worn but must show the shirt.
 - This should be worn as well as the jacket **not** instead of.

Further uniform information:

- Outerwear such as coats, hats, gloves, neck scarves etc must be removed on entry to the school site.
- ID badges must be worn on lanyards and visible at all times on the school site.
- The use of mobile phone is only permitted in the sixth form area. Mobile phones and headphones should not be used (or visible) anywhere else in the school.
- Extreme hairstyles (cuts or colours) are not allowed.
- Discreet jewellery – a small stud - may be worn.
- Tattoos must not be visible.
- A minimal amount of make-up can be worn. Make-up should appear natural and discreet and be acceptable in all professional environments.

If students fail to adhere to the dress code they will be asked to return home to change into clothes that meet the above requirements. Any lessons missed as a result of this will be recorded as an absence from school.