



Sixth Form Learner Agreement 2025-2026

We are delighted that you have chosen to study at Hinchingbrooke Sixth Form. We expect the very best from our Sixth Formers- summed up in our strapline *'Excellence in Everything'*. Your conduct has a huge impact on the rest of the pupil community at Hinchingbrooke; furthermore, the habits you form at this stage of your life could have a big impact on your chances of success in adulthood.

Dress Code

At Hinchingbrooke Sixth Form we pride ourselves on our students aiming for the highest possible standards, including in their dress. Whilst we have no uniform, we do expect students to dress appropriately for a place of study for 11- to 18-year-olds and set the standard for younger students around the school site.

Lanyards must be worn **'everywhere, all the time'** by Sixth Form students when on the school site. If a student does not have their lanyard, they must report straight to their Student Support Officer (SSO) to collect a temporary lanyard, which must be returned at the end of the school day. You will be asked to leave something in exchange for a temporary lanyard such as a mobile phone or key.

We also do not expect

- clothes that reveal underwear
- tops which reveal large amounts of flesh, including the midriff
- hats or hoods to be worn inside
- ripped clothing
- Joggers, football tops (or similar)
- items of clothing linked to illegal acts, drugs or inappropriate artwork or slogans

We reserve the right to send any student home to change if they are dressed in a way which does not conform with this policy.

Attendance

Hinchingbrooke Sixth Form places high importance on attendance. **Year 12 to 13 progression can be seriously affected by poor attendance.**

As a student of Hinchingbrooke Sixth Form you will be expected to:

- Attend and be punctual to all lessons, tutor times (including one-to-ones), assemblies, timetabled Private Study Sessions and Enrichment (Year 12)
- Telephone the Sixth Form absence line, ext. 5741, before 8.30 am on the day of any unexpected absence leaving a clear message to include name, tutor group and reason for absence. **For Year 12 students the call must be made by the student's parent/carer.** Year 13 students are able to self-certify but must follow the same procedure. Please be aware that in the case of Year 13 students, we may make contact with home to discuss an absence. All students are expected to also email their tutor and teachers of the classes they are missing to obtain the work.
- Routine medical, dentist and optician appointments should be made outside of the school day, where possible. Planned absences (for hospital appointments, Open Days etc) must be authorised prior to the day of absence using the appropriate form and work collected from teachers.
- Provide a medical evidence for absences if there is an ongoing concern.
- Paid employment should not take place during the school day and over the course of the week should not exceed 12 hours in total.

Hinchingbrooke School

Hard Work High Standards Kindness



All students should be striving for 100% attendance. It is important to understand that if a student's attendance falls below this level their progress will be adversely affected. A pattern of absence over time which is cause for concern (below 85%) may trigger a meeting with parents/carers and will result in a series of interventions from the Sixth Form team.

- **If a student is absent for more than 20 consecutive school days without a reasonable explanation or communication with the Sixth Form team, we have to take them off roll.**
- We reserve the right not to pay exam entry for any student whose attendance remains below 85% without a reasonable explanation.
- If your attendance falls below 85% without reasonable explanation, we reserve the right to remove your place in Sixth Form
- **We reserve the right to revoke your place in the Sixth Form if, despite our interventions and support, you display a pattern of low attendance and/or frequent breaches of the Code of Conduct and/or ongoing concerns about your commitment to your subjects (e.g., not handing in homework, poor attitude to learning). This can happen at any time during your time with us.**

Your programme of study

Over a fortnight, your programme of study will consist of 3-4 Level 3 courses (9 hours tuition each), 7 hours of supervised Private Study and 1 hour of PSHCE. If you are in Year 12, you will be undertaking 1 hour per fortnight of Enrichment as well.

In addition, you will be expected to attend at least 1 registration period per week as well as a range of 1-2-1 support meetings with staff (tutors and your Head of Year, if appropriate).

Bringing medication into School

It is not advisable for any student to carry medication in school. However, small amounts of over-the-counter medication (e.g., 2 paracetamol) may be brought in for personal use. If larger doses of any medication are required, prescribed by a GP or any other medical professional, then students may choose to inform a member of the Sixth Form Team that they have this medication on them. It is the responsibility of the student to make sure that they keep the medication safe. Medicines can also be handed into the Medical Room for safe keeping if a student would rather do this.

Movement around and access to the House

- Student access to the House is via the Courtyard only.
- Students should not use the wooden staircase near the Chapter House Room and Library.
- Hot drinks and food are **not** allowed on the first floor of the House or in the House Library.

Cars, car parking and permits.

- Due to parking capacity, we are not able to offer parking for our Sixth Form students except in a very limited number of cases. Any student who wishes to drive to school must show that they cannot get to school by means of public transport/bike or foot. Parking permits for these students is subject to availability.
- On no account may a student bring a car on site without an official permit.
- Students are obliged to adhere to the school's car parking policy.
- Any student who qualifies for a permit, subject to the limitations above, must drive safely at all times otherwise permits will be withdrawn.
- Applications for permits should be made to vrux@hbk.acesmat.uk

Brampton Road, Huntingdon PE29 3BN

Tel: 01480 375700 www.hinchingbrookeschool.net communications@hbk.acesmat.uk



ACES Academies Trust is a company limited by guarantee, registered in England and Wales with registered number 07732319
Registered Office is Hinchingbrooke School, Brampton Road, Huntingdon Cambridgeshire PE29 3BN
VAT Number: 121271560 ACES Academies has exempt charity status



Sixth Form Work/Life Balance

We recognise that many Sixth Form students choose to take part-time paid employment whilst pursuing their academic studies. However, in our professional capacity and based on our experience we feel it is appropriate and necessary to issue the following guidelines:

- The demands of academic work must take priority at all times.
- No paid employment must be undertaken during school hours.
- Students should work no more than 12 hours a week during term time.
- **If it becomes clear that a student's academic progress is being impaired by excessive paid employment, then we reserve the right to insist on a reduction.**

Use of Technology

- Sixth Form students are required to check and respond to, where appropriate, their school emails at least once every day
- The content of emails is regularly monitored. Any form of bullying, harassment, discriminatory comments and/or inappropriate use of language will be regarded as serious disciplinary offences.
- Students should not wear earbuds/headsets in lessons, tutor times, **around the school site (apart from in Hinchingbrooke House or the lawned area)** or assemblies.
- **Mobile phones are only permitted for use by the Sixth Form in Hinchingbrooke House and lawned area. Students must switch off mobile phones and put in their bags with ear buds before they arrive at school and when they leave the House/lawns at any time of the day. Students must not take any photos or videos on the school site unless directed to do so by a member of staff. Students are responsible for the safe keeping of any mobile device brought into school.**
- Students are obliged to follow the school's Social Network policy.

Our Environment

We are justifiably proud to be based in a grade 1 Listed Building. Collectively we are all responsible for keeping the House and grounds in perfect condition. It is not acceptable to drop litter and it is also not acceptable to walk past litter, so please pick it up.

We are constantly striving to improve student study and social facilities. If we have high standards of environmental care, then we will have high standards in all other aspects of our work together.

Any accidental damage should be reported to the Sixth Form Team immediately.

Ethos and Standards

- As the most senior students in the school, Sixth Form students are expected to be excellent role models for younger students, modelling 'Excellence in Everything'.
- We expect high standards of personal conduct and a commitment to achieving the best in all academic studies.
- Any student who performs below these expectations will be put on a support programme with their Tutor and Head of Year. Ultimately, persistent failure to meet our expectations could lead to dismissal from the Sixth Form by the Assistant Principal and Head of Year, subject to final approval by the Principal.

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I have read and understood the Hinchingbrooke Learners' Agreement 2025-2026

Name _____

Date _____

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