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HILLVIEW SIXTH FORM CONTRACT

SEPTEMBER 2024 – JULY 2025

In choosing to become a student in the Sixth Form of Hillview School I agree to abide by the following:

1. I will abide by the codes of conduct for Sixth Form dress at Hillview (please refer to the Sixth Form dress code).
2. I will abide by the expectations outlined in the Sixth Form behaviour policy.
3. I will attend school on a daily basis between the hours of 8.40am and 2.10pm (or until 3.15pm depending on my timetabled lessons). **Any absences must be reported to school by phone 01732 778894 or email sfabsence@hillview.kent.sch.uk before 8.30am.**
4. I understand that in addition to my subject lessons I will be timetabled additional sessions including Mentor Time, Assembly and Supervised Study. Attendance to all timetabled sessions is compulsory.
5. Friday Period 5 will be used for Sixth Form events relating to your subjects throughout the academic year. Attendance to these events, if invited, are compulsory.
6. I understand that I may be assigned additional supervised study hours and my privileges to leave the school site during my non-contact sessions may also be revoked, if my work, attendance, or behaviour falls below the expected standard.
7. I understand that should my attendance fall below 95% due to unauthorised absence, I will be required to meet the cost of any examination fees and my place in the Sixth Form may be in jeopardy.
8. I will arrive punctually for mentor time, lessons, supervised study sessions, and assemblies.
9. As a member of Hillview Sixth Form, I have read and will abide by the ICT Policy and will use the school internet system in line with student ICT agreement. This can be viewed in the Policy and Documents section of the Hillview Sixth Form Website.
10. I will arrange holidays, medical and other private appointments e.g., driving lessons, after school hours or during school holidays.
11. I understand that if I miss a lesson, it is my responsibility to meet the learning outcomes for that lesson and complete any homework.
12. I accept that I am a role model within an 11 – 19 school and must, therefore, conduct myself in an appropriate manner at all times.
13. I will not congregate outside the school entrances at any time and will treat the school environment, local residents and surrounding areas with respect. I will ensure that I am courteous and polite in all my interactions with Hillview staff, fellow students and members of the local community.
14. I understand that for any exams that I re-sit a charge will be incurred.
15. I understand that for each subject I take, I am expected to carry out five hours of independent study each week.

16. I understand that I should not commit to more than eight hours part-time work each week.

17. I will wear my Sixth Form ID badge & lanyard AT ALL TIMES whilst on the school site and abide by the Sixth Form Dress Code.

18. I understand that any changes to my Sixth Form programme of study must be authorised by the Director of Sixth Form.

19. If Hillview Sixth Form discover that any information provided at any stage is inaccurate, incomplete, false or intentionally misleading we reserved the right to withdraw the offer of a place in our Sixth Form.

As a member of Hillview Sixth Form, I am entitled to receive:


1. A mentor who is my main contact for the discussion of any academic or personal issues which may arise.
2. Targets for each subject, based upon GCSE results.
3. Access to private study areas, both within the Sixth Form Centre and in other areas of the school, between 08:00 and 17:00.
4. Advice and guidance relating to Careers and Higher or Further Education.

I have read and agree to abide by the terms of the Sixth Form Contract above:

Signed: **Name:** **Date:**
(Student)

Hillview Sixth Form requests the support of parents with a signature below:

Signed: **Name:** **Date:**
(Parent/Guardian)

Signed:  **Name:** KJ Burkett **Date:** July 2024
(Director of Sixth Form)