



Doha College 6th Form Education Contract

~ 2008 - 2009

Excellence for All. Excellence from All

You have chosen to continue your 6th Form education at Doha College. As a member of 6th Form you are a senior student and enjoy a range of rights and privileges which reflect your position as a young adult within the College. We hope that you will enjoy your time in 6th Form, and that you will leave the College having achieved your potential. Each and every one of you has the right to a personalised learning experience which meets your individual needs and gives you the confidence and maturity of approach to learning. This will be essential for future success in further education and lifelong learning. This document sets out those things that you have a right to expect from the College and its staff, and also what we expect from you, in order that all students will have the opportunity to succeed.

1. This is what you, as a student, have a right to expect of us:

- To have your learning needs identified and addressed both in College and extended beyond the classroom into the community
- Co-ordinated support to enable you to succeed to your full potential whatever your talents or background
- Provide a safe and secure environment in which you can learn effectively
- Provide forums for active and constructive student input into the daily life of the College community and your own learning
- Provide a wide range of teaching strategies to support your learning and enable you to achieve your potential
- Teachers will have high expectations of every learner, giving them the confidence and skills to succeed
- Appropriate assessment will support and promote further learning
- Your personal tutor will meet with you regularly to discuss your progress in relation to your targets
- Teaching staff will review your progress each term, and you will receive feedback via your Personal Tutor regarding how and where to improve
- To provide help and appropriate guidance regarding careers and higher education throughout your time in 6th Form
- Provide references for admissions tutors in higher education and for employers
- Allow you to remain in courses you have begun as long as you are working to the best of your ability
- Provide opportunities for extended learning and wider development via an extra curricular activities programme
- Provide access to ICT and Library facilities
- Enter you for examinations so long as you have reached satisfactory levels of attendance and effort in your courses
- Subject to satisfactory progress being maintained, and in agreement with your personal tutor, you will be able to work at home during study periods which occur during period 6.
- You will be able to discuss any concerns you have about your studies with your personal tutor; unresolved problems may be referred to the Head / Deputy Head of 6th Form Education



2. This is what we expect of you:

- To behave with maturity and be a valued role model for younger students
- Attendance at all subject lessons is compulsory; if you know in advance that you will be absent (e.g. medical appointment, interview) you must inform teaching and tutorial staff and make arrangements to complete any work missed
- You must be punctual to registration and lessons
- You should make every effort to work to your full potential
- You must meet all deadlines for routine class work and coursework. All tasks are to be completed to the best of your ability and by the set dates unless otherwise negotiated
- Attendance at registration periods and tutorial discussions is compulsory. You must remain on the premises throughout each session unless otherwise negotiated
- Your appearance should be smart at all times as would be expected of an adult in the workplace. As such the wearing of the complete 6th Form uniform is compulsory and is a condition of being a member of 6th Form
- You must bring in a note from your parents to explain any absence from school
- When provided with opportunities for independent study you are expected to adopt a mature approach and respect the right of others to quiet study time
- You must attend all examinations punctually and in uniform; all resits must be paid for in advance. If you do not attend an examination (without a good reason) you will pay the entry fee
- Uphold the good name of Doha College both in and outside the College

There is a sanctions procedure followed where students fail to meet the above conditions (See section 5)

3. Entry Criteria for Year 13.

- In order to progress into Year 13, you would be expected to have achieved a grade D in at least two of your AS level subjects. Failure to achieve this will lead to a formal review
- All students will be expected to study three or four subjects in Year 13, a minimum two of which will be at A2
- You will not be permitted to continue with a subject at A2 if you have not achieved a grade D at AS

4. Complaints Procedure

If you are concerned about any aspect of your course, you should, in the first instance, talk to the subject teacher concerned. If the matter cannot be resolved, you should speak to your Personal Tutor, who will try to resolve the matter with you, or on your behalf. Your Personal Tutor may, if he or she thinks it appropriate, refer the matter to the Head / Deputy Head of 6th Form Education. If you are unhappy with the outcome, or if you continue to be concerned, you may refer the matter to the Head / Deputy Head of 6th Form. There is also the Student Council which meets regularly to discuss whole College issues. In all cases, we will always make every effort to resolve any difficulties quickly, sensitively and fairly.



5. Disciplinary Procedure

If you fail to observe the expectations outlined in Section 2, the following sanctions will apply:

1. Your Personal Tutor will discuss the problem with you and will remind you of our expectations as well as provide support to overcome any difficulties. This meeting will have the status of a verbal warning, and a record will be kept of it. Parents should be contacted regarding the issue
2. If you do not heed this warning, the matter will be referred to the Head / Deputy Head of 6th Form. He/she will see you about the matter and after the discussion a letter will be sent to both you and your parents. This will constitute a written warning. A student may be given a revised contract for a short period of time
3. Subject staff or Personal Tutors also have the option of using the detention system as outlined in the student planner.
4. In the very unusual circumstance of this being unsuccessful the Head of Student Services will issue a final written warning following discussion with the Head of Secondary, student and parents. A revised Contract will be issued to the student clearly stating what the student must do. Failure to meet the criteria in the new revised contract will lead to permanent exclusion from 6th Form
5. For serious misconduct the sanctions of temporary or permanent exclusion would apply



Doha College 6th Form Contract

I have read and agree to abide by the terms of the 6th form Contract above:

Name of Student: _____

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Head of 6th Form's Signature: _____

Date: _____