

Hasmonean High School for Girls



SIXTH FORM POLICY

INTRODUCTION

Our Ethos is founded on the concept of *Torah im Derech Eretz*.

Whatever pathway a student will choose to take, learning Torah and keeping to its *mitzvos* plays a key part in living life as a fulfilled and observant Jew.

The Hebrew phrase '*Derech Eretz*' means two things:

- *Derech Eretz* means having good character. A person's character defines who he is and influences all his interactions with others. He will be respectful, sensitive, kind and honest even in trying conditions.
- *Derech Eretz* also means engaging constructively with the wider world. The Sixth Form prepares our students to be aspirational, outward looking and to think ahead.

We expect parents/carers to have a collaborative working relationship with the school in order to support our students effectively. All parents/carers and students are asked to follow the "Sixth Form Home School Agreement" in Appendix 1.

1. EXPECTATIONS OF STUDENTS

Students must show respect to staff at all times, appreciating the value of the education that they are receiving and the people who are involved in providing it. Sixth Form students are role models for the lower school and their behaviour is observed and emulated by the younger girls.

Students have chosen the subjects that they wish to study and they need to take responsibility for their own success. This means high standards of attendance, punctuality and work at all times.

2. DRESS CODE AND APPEARANCE

The Sixth Form dress code is "smart casual" and it should conform to and respect the ethos of the school.

- Tops must completely cover the collar bone and elbows and skirts cover the knees.
- Slits, sheer material and sleeves must not reveal the collar bone, knees or elbows.
- Skirts should not be made of t-shirt material (body-con, unless it is a full length maxi skirt)
- Large brand names or sloganized tops are not allowed.
- Students must not have facial piercings nor brightly dyed hair (natural colours and highlights only).
- Girls are allowed earrings.
- Nose rings and any other additional piercings are not allowed.
- Make up when worn should be in natural tones.

Students will also be required to display their student ID cards on their lanyards which they must wear at all times around their necks whilst in school.

Students not in correct dress may not be permitted to enter the school and if they are sent home it will incur an unauthorised absence. Students are expected to correct the issue(s) and return to school. If alternative clothing is offered parents may be asked to replace items where necessary.

3. PARENTAL CONTACT

We encourage students to approach their teachers first if they have a problem. Where issues cannot be resolved or parents are concerned about their daughters, we know that a partnership where the school and parents are working together has a positive impact on students' progress, attitude to learning, behaviour and wellbeing and we encourage open communication on topics of concern. At times, contact between school and parents may have to address negative behaviour, and we encourage a supportive approach from parents, honouring the partnership we are trying to foster. The Hasmorean Communication Guidelines should be followed to ensure that all forms of communication are respectful and courteous.

4. REGISTERS AND ABSENCES

Students need to sign in every morning by swiping their ID card when they enter and leave the school premises. Teachers will take a register for every lesson.

96% attendance is considered acceptable. If attendance falls below 96% even for authorised absence, parents will be informed.

Attendance has a significant impact on education. According to government research, students who are absent for three days over a half term could miss 15 lessons in total on average. In Sixth Form, this equates to a significant amount of missed content. Attendance and punctuality form a significant part of preparing students for a professional life after Hasmorean. Attendance and punctuality will therefore be reflected in any references Hasmorean may make for a student moving in to further education or employment.

Hasmorean will offer supportive measures and pastoral intervention, as appropriate, for those students with unsatisfactory attendance. The school also understands that reasonable adjustments may need to be made to the policy where student attendance may be limited by personal circumstances or individual student needs.

4.1 ATTENDANCE DURING THE SCHOOL DAY

- Students who achieve and maintain 96% attendance or higher will be allowed to leave the school premises before 1pm each day, when they have a scheduled study period. Students will need to return to school to attend their lessons.
- Students who are below 96% attendance will need to stay in school until 1pm and complete their independent study time in school. Students will need to remain in school in between scheduled lessons, regardless of the time of day or the amount of private study time they have.

Additional notes:

- All students, regardless of their attendance record, may be required to remain in school by a member of staff (please see below for information regarding organising external commitments during the school day).
- If there are particular attendance concerns with a student, they may be required to stay in school until 3:35pm each day
- Students will need to show security their lanyards and exit pass to leave the school premises each day. Failure to do this will mean students will need to remain in school until 3:35pm, regardless of attendance figures.
- **Students must sign in and out of school through our InVentry system so that an accurate record can be kept of when students are on-site.** Failure to sign in or out may result in the above privileges being revoked for health and safety concerns, with students having to stay on site until the end of the school day.

4.2 ABSENCES

For any absences due to illness, parents are asked to notify the Assistant Head of Sixth Form in the morning of the absence so that the registers can be updated. If the school is not informed of the absence, this will be treated as an unauthorised absence. The school can be notified of Sixth Form absences via email on: absence.sixthformgirls@hasmonean.co.uk or phone on: 020-8203-1411 ext 347. You should endeavour to contact the Sixth Form absence line by 9am.

If a student is already in school and needs to leave and will be missing lessons, they must request permission from the Assistant Head of Sixth Form.

Appointments and commitments should not be arranged during school time, where possible. For example, if students miss lessons due to scheduled driving lessons, this will not be considered as authorised absence. School commitments will take priority over any arrangements that take place outside of school during school time, such as driving lessons (unless commitments cannot be avoided such as particular medical appointments): likewise, if there is an occasion where a student must remain in school under the instruction of a member of staff, even if they do not have scheduled lessons, students are expected to comply. For medical appointments, appointments should be made during the school holidays to avoid disruption to the pupil's education; any applications for absence during the school day, e.g. for medical appointments, should be made in writing to the Sixth Form at absence.sixthformgirls@hasmonean.co.uk to be considered on a case-by-case basis.

Parents should request permission from the Head of Sixth Form for any planned absences, such as family celebrations or educational visits. Planned absences must be authorised by the Headteacher before any bookings are made and therefore, permission should be requested well in advance of scheduling commitments. Students may be denied permission to attend open days, courses or other extra or supra-curricular activities if their attendance falls below 96%.

4.3 ESCALATION PROCEDURES FOR POOR SIXTH FORM LESSON ATTENDANCE AND PUNCTUALITY

Truancy from lessons, including morning davening, will be treated in accordance with the School's Behaviour Policy. Extenuating circumstances will always be taken into account. It should be noted that each instance of truancy will be addressed separately, even if a student truants from multiple lessons on a given day.

Students who consistently or persistently truant will meet with the Head of Sixth Form and Headteacher to discuss appropriate steps for intervention.

Punctuality is an important component of helping pupils prepare for professional life after school. If a student is more than five minutes late to a lesson, without a suitable explanation, parents will be informed via Bromcom and a sanction will be issued.

5. MONITORING AND SIXTH FORM REPORTS

In the Sixth Form, we encourage and support all students to flourish and to fulfil their potential. We have a wonderful environment where all students are given the opportunity to develop and enhance their skills and to learn new skills, both within their academic subjects and outside. Students are encouraged to become independent learners and they are also given certain privileges so they feel they are treated more like young adults. The School has incredibly high expectations of our Sixth Form students but there are occasions when students may fall below these expectations.

As a result of this, Sixth Form students are still subject to the whole School Behaviour Policy.

If the issues occur in only one subject, the matter may be referred to the Director of Learning for that subject who will be asked to take the lead in student intervention, including appropriate sanctioning in line with school policy, and the Head of Sixth Form will support. If behavioural issues are consistently present across the board rather than subject specific, a four stage reporting system, specific to Sixth Form, may need to be used. Supportive measures are always investigated before sanctions become necessary and the reporting system should be used by students and staff to, first and foremost, monitor behaviour, reflect on concerns and implement change. This includes making reasonable adjustments where necessary.

Students of particular concern regarding poor attendance and/or lack of effort will be placed on the Sixth Form intervention system, which will progress as follows:

- 1) Use of Bromcom by subject teacher
- 2) Sending a subject intervention letter from the subject teacher, in consultation with DoL and Head of Sixth Form, who must be made aware of all correspondence.
- 3) Monitoring by the Form Tutor during two form times a week
- 4) Stage Reports issued through Bromcom and communicated to parents. These will trigger parental meetings to ensure students meet expectations.

Stage 1: The first stage involves contact between the Sixth Form Team, parents and the student. The negative behaviour will be addressed and specific targets are established to help the student to monitor their own behaviour.

Stage 2: If behaviour does not improve within the two-week period, the student is escalated to the second stage of report. This may result in a meeting between the Head of Sixth Form, parents and students, and the Assistant Headteacher for Behaviour and Pastoral

Stage 3: If behaviour does not improve within the two-week period, the student is escalated to the third stage of report. This may result in a meeting between the Head of Sixth Form, parents and students, the Assistant Headteacher for Behaviour and Pastoral and the Headteacher.

The final stage begins after all supportive measures have been put into place and the student continues to fail to comply with the school's behaviour policy and behavioural expectations.

Stage 4: If behaviour does not improve within the two-week period, the student is escalated to the fourth and final stage of report. The student is placed on report to the Headteacher for a period of two weeks.

If behaviour does not improve once Stage 4 has been reached, the student may be asked to leave the school.

Students previously placed on a behaviour report stage will not always restart the reporting process from the beginning, even if they have been off report for a period of time. This policy ensures that students remain accountable for ongoing behaviour patterns and provides consistency in addressing recurring issues.

6. HOMEWORK

Arguably, homework is even more important at Sixth Form than it is in lower school, as it plays a crucial role in preparing students for the more advanced level of study. Many lessons are designed with the expectation that students will complete preparatory work at home, such as reading or research, so that class time can focus on discussion, problem-solving, and deeper exploration of topics. This approach ensures that lessons are as effective and engaging as possible. To reflect its importance, the school enforces stricter expectations regarding homework, with clear sanctions for non-completion. These policies are in place to support students' academic success and future readiness.

If a student misses a homework deadline, parents will be informed via Bromcom and students will receive an after school detention. A separate sanction will be applied for each instance of missing homework, even if there are multiple missed submissions on a given day.

As with all behavioural and attendance concerns, Hasmorean will offer supportive measures and pastoral intervention as appropriate, before sanctions are applied. The school also understands that reasonable adjustments may need to be made to the policy where student progress or the completion of homework may be limited by personal circumstances or individual student needs.

7. THE NEXT STAGE: DESTINATIONS

We aim to ensure that all Sixth Form students progress to suitable high quality destinations, for example, Seminary, University, College, or Apprenticeships. We will support students and parents to make informed choices about progression beyond Sixth Form and will provide the best possible support to ensure that applications and references are of the highest possible quality. The Hasmorean Yashar Programme provides support for Sixth Formers by providing careers guidance, visits to university taster days, visits to UCAS conventions, additional support for Oxbridge applicants, admissions tests and interview practice, and the alumni fair.

Students in Year 12 are also expected to attend compulsory Careers Interviews with the school's Careers Advisor in order to discuss futures and opportunities.

Reviewed by Charlotte Valencia November 2024

Ratified by Governors Standards Committee

Next Review

Hasmonean High School for Girls

Sixth Form Partnership Agreement

The Sixth Form Partnership Agreement

	EXPECTATIONS OF STUDENTS	EXPECTATIONS OF THE SCHOOL	EXPECTATIONS OF PARENTS/ CARERS
ACHIEVEMENT	<p>Work hard and do your best, making effective use of non-taught study time, including home study and study periods.</p> <p>Be sure of, and work towards, your target grades in all subjects.</p>	<p>Provide details of courses and modules for the student's information.</p> <p>Help them to set and achieve their individual educational goals and provide regular reports to parents.</p>	<p>Encourage and help your daughter with her studies.</p> <p>To trust the expertise of the members of staff in school and their methods of teaching, supporting them with decision making.</p>
ATTENDANCE AND PUNCTUALITY	<p>Attend school on time apart from illness or an authorised absence.</p> <p>Be punctual to all your classes</p> <p>To attend assemblies, PSHE and extra-curricular sessions as required.</p>	<p>Monitor and encourage good attendance and punctuality and meet the needs of those struggling to attend school, as well as making formal reasonable adjustments where a pupil has a disability.</p> <p>To make students aware of the impact of poor attendance on academic performance and sanction a student for poor attendance.</p>	<p>Ensure full and prompt attendance and to avoid holidays in school time.</p> <p>Inform the school of reasons for absence in line with school attendance policy, by 8:40am</p>
BEHAVIOUR	<p>Adhere to the Sixth Form Policy; act in a manner which is courteous and a credit to the school, towards staff, fellow students and visitors, and which upholds the school's reputation and ethos within the community.</p> <p>Understand that staff decisions are final and to use the correct avenues of support to challenge decision where necessary.</p>	<p>Have clear behaviour expectations of and encourage Sixth formers to model and promote good behaviour</p>	<p>Actively support the school's Sixth Form Policy and the decision making of members of staff.</p>
HOMEWORK	<p>Do homework/coursework and hand it in on time and to the best of your ability. Do further work above what is assigned to progress your own learning.</p>	<p>To mark work as quickly as possible, in a way that provides support for future progress.</p>	<p>Provide your daughter with somewhere to do homework, check their submissions/to-do list and encourage them to do the work with a sufficient level of effort.</p>

SANCTIONS	Aim to act to the highest standards at all times and to adhere to the Sixth form policy to avoid sanctions	Notify parents if students have after school detentions/ sanctions/ suspensions by letter or phone call, and to follow the Behaviour Policy in respect of sanctions.	Support the school and encourage good behaviour. Understand that decisions made by staff have been made after appropriate levels of investigation and with expertise.
DRESS CODE	Dress in accordance with the Sixth Form Dress Code and wear your lanyard	To maintain high standards, girls whose appearance does not meet ethos may be sent home to change	Provide suitable clothing and support the school's dress code policy
COMMUNICATION	Check your school email, and Google Classroom (for lessons and the Pastoral classroom) every day. Check other recommended documents (e.g. 'Careers') and sites regularly. Communicate with all members of staff and visitors/speakers with respect.	Provide regular communication through Google Classroom and HMAT app. Welcome and listen to parents' and students' views with opportunities for student voice. Respond to parental contact in a timely fashion in line with the school communication guidelines.	Keep in touch with school, attend parents' evenings and let the school know of any concerns. Read Sixth Form information on the HasmoApp and monitor information posted on Google Classroom. Remain polite, respectful and supportive in communication with the school.
EQUAL OPPORTUNITIES AND BULLYING	Treat others with respect and not to bully other students or condone bullying by others. Act in accordance with school rules and behaviour policy.	Promote equal opportunities regardless of race, gender, intellect, physique, religion or other belief and take action to prevent and stop bullying.	Encourage your daughter to treat others with respect and to support the school's Anti-Bullying Policy.
PROPERTY	Look after your own and other people's possessions and treat school property with respect.	Provide a Sixth Form environment that is equipped for effective learning and study as well as downtime and non-lesson activities.	Discourage your daughter from bringing expensive items into school
EQUIPMENT	Bring all equipment needed to each lesson.	Provide a list of classroom equipment and books needed for each subject.	Provide the items needed by your son and ensure she brings the correct books and equipment to school.
UNIVERSITY, CAREERS ADVICE AND GUIDANCE	Take part in designated Unifrog/UCAS/careers lessons, ensuring all associated deadlines are met.	Provide help and guidance for entry to further and higher education, as well as providing information on alternatives to further/higher education. Provide references to interested parties as requested by the student.	Encourage and support your daughter in her applications to further education or employment.