



**Magna Academy**  
**Poole**  
an Aspirations Academy

**2022-2023**



**Sixth Form**  
**@MagnaAcademy**

## **Home - Academy Agreement**

Name:

Tutor group:

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| STUDENT  | PARENT/CARER   | ACADEMY   |
|--|--|---|
| What we expect of our students   | What we ask of our parents/carers  | What you can expect from us   |
| <ul style="list-style-type: none"> <li>• Arrive at the Academy on time, in the correct uniform and fully equipped for learning.</li> <li>• Move around the academy in a calm, orderly and quiet fashion, respecting others and demonstrating great manners and politeness.</li> <li>• Demonstrate engagement in all lessons by actively listening, thinking deeply, and sharing ideas and by showing a spirit of adventure.</li> <li>• Show the confidence to take action by asking questions when you do not fully understand or raising issues within the Academy with staff.</li> <li>• Take pride in your work and take responsibility for your own learning.</li> <li>• Develop your intellectual curiosity by always trying your best to gain deeper knowledge.</li> <li>• Show mutual respect, as a team player and demonstrate ethical leadership.</li> <li>• Remain organised, completing homework on time and to the highest standard.</li> <li>• Abide by academy policies and positively respond to any requests made by a member of staff.</li> <li>• Act as a positive role model within the community.</li> <li>• Make the most of enrichment opportunities within the Academy.</li> <li>• Appreciate and respect the excellent facilities and resources around you. This is your Academy.</li> </ul> | <ul style="list-style-type: none"> <li>• Ensure your child arrives at the Academy on time, in the correct dress and fully equipped for learning.</li> <li>• Promote the Academy's vision and values by supporting our efforts in maintaining the highest standards.</li> <li>• Support the work of all staff at the Academy and appreciate the rationale of all decisions made.</li> <li>• Actively encourage your child to aspire to be the best they can, by taking advantage of all opportunities available.</li> <li>• Make contact with the Academy to raise any concerns or for clarifications.</li> <li>• Take an interest in your child's learning, offering encouragement and celebrating their achievements.</li> <li>• Promote the importance of learning outside of the Academy including the completion of all homework to a high standard, meeting deadlines.</li> <li>• Recognise and praise your child's positive attitude and excellent conduct within the Academy and our wider community.</li> <li>• Fully endorse the enrichment programme at the Academy and recommend that your child</li> </ul> | <ul style="list-style-type: none"> <li>• A safe, secure and happy environment.</li> <li>• Clear and appropriate policies and procedures which are applied fairly and consistently.</li> <li>• A well-planned and purposeful tutor time programme which supports Personal Development and promotes a sense of belonging through House competitions.</li> <li>• A broad and varied curriculum, delivered by passionate subject specialists teachers who will provide engaging lessons that stimulate intellectual curiosity.</li> <li>• An intelligently sequenced, rigorous curriculum with a strong foundation in literacy, oracy and numeracy.</li> <li>• Encouragement to develop your creativity and independence, in order to become confident and well-informed individuals.</li> <li>• Relevant and meaningful homework ensuring students have the necessary support to complete it independently.</li> <li>• Recognition of student engagement and achievement, rewarding those who meet our high standards.</li> <li>• A varied and stimulating enrichment programme.</li> <li>• Targeted support and interventions where necessary.</li> </ul> |

|                    |   |  |
|--------------------|---|--|
|                    | <p>takes part. Ensure your child appreciates and understands how fortunate they are to have access to state of the art facilities and extensive resources provided by the Academy.</p> <p>•</p> | <ul style="list-style-type: none"> <li>• Effective and timely communication.</li> <li>• State of the art facilities which are well maintained and provide a plethora of resources to aid learning and well-being.</li> </ul> |
| Signed by student: | Signed by Parent/Carer:   | Signed by Tutor  |
| Date:              | Date:   | Date:  |

**Work Hard Be Kind**

**Excellence is a Habit**

**Empowered by Knowledge**

**Aspire and Achieve**

### Academic Honesty

Academic honesty means ensuring that work which is submitted is a student's own work, including their own ideas expressed in their own words. Failing to do this is academic dishonesty and it amounts to gaining an unfair advantage. There are many forms of academic dishonesty, including:

**Plagiarism** - this means taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it as if it was a student's own work. Copying and pasting from websites without acknowledging the source, failing to use quotations marks on a direct quotation, paraphrasing work and not referencing the original source are all examples of plagiarism. Plagiarism can occur when a student is unaware of how or when to acknowledge their sources, rather than as a deliberate attempt to present someone's ideas as their own.

**Copying** - taking the work of another student, with or without his or her knowledge and submitting it as one's own is academic dishonesty

**Exam cheating** - consists of communicating with another candidate in an exam, bringing unauthorised material into an exam room, or consulting during an exam in order to gain an unfair advantage

**Duplication** - submitting or presenting a piece of work for a different assessment in a different course. Students can use the same research material for both essays if they are similar in title but students cannot use an essay twice

**Falsifying data** - making up facts or statistics, altering data to suit a student's investigations or collecting data in an inappropriate way

**Collusion** - helping another student to be academically dishonest. This includes a student allowing another student to copy some or all of their work and submitting it as their own

### How to Avoid Academic Dishonesty

- Assignments must be written in a student's own words and must include a student's own thoughts and expressions.
- All the sources, quotes and paraphrased material must be properly referenced according to the style recommended in the subject guidance to students.
- When working in a group on a project it is important that students write up any work independently. Students must not submit anything that is identical in part or whole to another student as that would be colluding and could look like direct plagiarism.
- Students must not purchase essays (e.g. from the internet) to hand in as their own work.
- During exams students must ensure that they adhere to the rules given by the Examinations Officer. Causing disruption in the exam room, communicating with another student or with someone outside the exam room, or copying another student's work is a very serious offence.
- If students are unsure about any issues relating to academic honesty then it is the student's responsibility to speak to their subject teachers or tutor about the matter.

### **The Consequences of Academic Dishonesty**

Depending on the nature of the incident, Magna Academy may have to report a suspected incident of plagiarism to an Awarding Body and this could lead to a student being barred from sitting exams, or examination results in all subjects being withdrawn and cancelled.

**MAGNA ACADEMY SIXTH FORM DISCIPLINARY PROCEDURE**  
**ATTENDANCE – UNEXPLAINED ABSENCES OR LATENESS**  
 Students are expected to maintain 96%+ attendance

| ATTENDANCE MANAGER ACTIONS  | TUTOR ACTIONS  |   | CURRICULUM AREA ACTIONS  |   |
|---|--|---|--|---|
| Email previous day's unexplained absences and missed lessons to tutors/ teachers on a daily basis.  | Tutor to discuss absences with student and report back to the Attendance Manager.  |   | If the teacher knows the reason for absence, report to the Attendance Manager and inform the tutor.  |   |
| Lateness:<br>If late on more than 3 occasions in one week, punctuality letter to be sent home and recorded on Sims.   | Further absence if spread across subjects:<br>Discuss with student and contact home as necessary. Remind students of 96% target. If attendance drops below 95%, discuss with student. Targets to be set and reviewed after 2 weeks.<br>Record on Sims. |   | Further absence if focussed in one subject area:<br>Teaching staff to discuss with student. Remind student of expectations. Impose sanctions (if appropriate)<br>Record on Sims. |   |
| Absence:<br>Letters requesting reasons for unexplained absences to be sent to parents on a weekly basis and recorded on Sims.<br><br>If no reply record as unauthorised | Improved attendance / punctuality<br>Monitor but no further action.  | Further attendance/punctuality concerns:<br>Invite parents/carers in for a meeting.<br>Record on Sims.                    | Improved attendance/ punctuality<br>Monitor but no further action.   | Teaching staff to monitor and sanction lateness and attendance and set appropriate detentions and invite parents/carers for meeting.<br>Record on Sims.   |
|   |  | Student receives <b>verbal warning</b> . Targets to be set and reviewed after 3 weeks.<br>Record on Sims.                 |  | If subject specific lateness/attendance does not improve, subject/curriculum leader to support teacher at a parent/carer meeting. Student receives a <b>verbal warning</b> .<br>Record meeting on Sims.<br>Liaise with tutor/Assistant Principal Sixth Form |
|   |  | Tutor may wish to support punctuality by allocating free periods to Independent study.                                    |  |   |
| Produce fortnightly attendance statistics available for view in Sixth Form Attendance folder.   |  | When student shows improvement, meet with student and review targets. Call home to inform of improvement. Record on Sims. |  |   |

All sanctions and other actions (including copies of letters) to be recorded on Sims in order that Sixth Form Team, tutors and teaching staff are fully informed.

Summary of Disciplinary Actions to be taken: Verbal Warning

Level 1 (Written) Warning by Assistant Principal in consultation with tutor

Level 2 (Written) Warning by Vice Principal in consultation with Assistant Principal

# MAGNA ACADEMY SIXTH FORM DISCIPLINARY PROCEDURE

## ATTENDANCE – UNEXPLAINED ABSENCES OR LATENESS

Students are expected to maintain 96%+ attendance

|   |  |   |  |   |
|---|--|---|--|---|
| Attendance Manager to identify concerns and check/follow actions. |  |   |  |   |
|   |  | No significant improvement:<br>Forward evidence to Assistant Principal Curriculum and Sixth Form.<br><b>Level 1 Warning</b> to be issued. |  | No significant improvement:<br>Forward evidence to Assistant Principal Curriculum and Sixth Form.<br><b>Level 1 Warning</b> to be issued. |
|   |  | Still no improvement:<br><b>Final Warning</b> to be issued by Assistant Principal in consultation with Vice Principal Standards           |  | Still no improvement:<br><b>Final Warning</b> to be issued by Assistant Principal in consultation with Vice Principal Standards           |

All sanctions and other actions (including copies of letters) to be recorded on Sims in order that Sixth Form Team, tutors and teaching staff are fully informed.

Summary of Disciplinary Actions to be taken: Verbal Warning

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| TUTOR ACTIONS  |   | TEACHER ACTIONS   |  |
|--|---|---|--|
| Where issues are in more than one subject area the tutor should raise concerns with student and log any interventions put in place to support and monitor progress.  |   | Teacher should raise concerns with student and log instances such as missed deadlines or lacking effort within Sims (under Behaviour) having put in place an appropriate sanction (time after school or use of a study session).<br>Teachers should log any interventions put in place to support and monitor progress. |  |
| Where issues continue or additional concerns arise the tutor should make contact with parents. Student issued with <b>verbal warning</b> . Targets to be set and reviewed after 2-3 weeks. Recorded on Sims. |   | Where issues continue or additional concerns arise the teacher should make contact with parents. Student issued with a subject specific <b>verbal warning</b> . Targets to be set and reviewed after 2-3 weeks. Recorded on Sims.   |  |
| Improved conduct/ ATL Monitor but no further action.   | Further instances of poor conduct or continuation of a poor ATL would result in evidence being referred to the Assistant Principal Curriculum and Sixth Form. Meeting with parent and student.<br><b>Level 1 Warning</b> to be issued by Assistant Principal in consultation with the Vice Principal. Targets to be set and reviewed after 2-3 weeks. Letter saved on Sims.<br>When student shows improvement, meet with student and call home to inform them of improvement. Record on Sims. | Improved conduct/ ATL Monitor but no further action.  | Further instances of poor conduct or continuation of a poor ATL would result in evidence being referred to the Head of Subject/Curriculum. Meeting with parent and student.<br>Targets to be set and reviewed after 2-3 weeks. Letter saved on Sims.   |
|  | No significant improvement then forward evidence to Assistant Principal Curriculum and Sixth Form. <b>Level 2 Warning</b> to be issued in consultation with Vice Principal Standards. Targets to be set and reviewed after 2-3 weeks. Letter saved on Sims.   |   | No significant improvement then forward evidence to Sixth Form Tutor and Assistant Principal Curriculum and Sixth Form.<br><b>Level 1 Warning</b> to be issued by Assistant Principal in consultation with the Vice Principal. Targets to be set and reviewed after 2-3 weeks. Letter saved on Sims.<br>When student shows improvement, meet with the student and call home to inform them of improvement. Record on Sims. |
|  |   |   | No significant improvement then forward evidence to Assistant Principal Curriculum and Sixth Form. <b>Level 2 Warning</b> to be issued in consultation with Vice Principal Standards. Targets to be set and reviewed after 2-3 weeks. Letter saved on Sims.  |
| Persistent poor conduct and a poor attitude to learning could result in a student having their place in Sixth Form withdrawn by the Vice Principal.  |   |   |  |

All sanctions and other actions (including copies of letters) to be recorded on Sims in order that Sixth Form Team, tutors and teaching staff are fully informed.

Summary of Disciplinary Actions to be taken: Verbal Warning  
Level 1 (Written) Warning by Assistant Principal in consultation with tutor  
Level 2 (Written) Warning by Vice Principal in consultation with Assistant Principal

One off instances of extreme poor conduct will be judged individually and may not follow the escalated approach outlined above.

All sanctions and other actions (including copies of letters) to be recorded on Sims in order that Sixth Form Team, tutors and teaching staff are fully informed.

Summary of Disciplinary Actions to be taken: Verbal Warning

Level 1 (Written) Warning by Assistant Principal in consultation with tutor

Level 2 (Written) Warning by Vice Principal in consultation with Assistant Principal

You must be smartly dressed at all times, as you would be if working in a smart p  
role models for the rest of the Academy, and as such need to be smartly presented at all times.

**Identity cards with lanyards must be visible at all times and you must have your academic diary with you every day.**

### **DRESS CODE – Business Attire**

- Business Suit with trousers/skirt (skirts must be at least to the knee)
- Business Dress and jacket/blazer (Dress must have sleeves which cover at least the top quarter of arm)
- Shirt and tie
- Blouse or shirt
- 
- Formal shoes (you must be able to polish them)

*Jackets may be removed in warm conditions. Scarves may be worn outside the buildings but must be removed once inside.*

**BTEC sport students are expected to conform to the expectations on appropriate kit only where they participate in lessons.**

### **The following are not permitted:**

- Casual style dresses such as those with a vest style top, very thin straps and strapless style top;
- Jumpers- with the exception of plain v neck jumpers under the blazer;
- Denim/Jean trousers, shirts, blouses or skirts;
- Studs on trousers, skirts or shirts/blouses
- Casual trousers – combats, track suits, leggings;
- Casual tops – tracksuit, fleeces, T-shirts, hooded tops, vest tops;
- Shorts, cropped trousers, tight narrow legged trousers, trousers made of legging-type material;
- Sportswear (With the exception of BTEC sport practical lessons – Please see above);
- Trainers, pumps, canvas shoes, Vans, Kicker trainers or leisure shoes/pumps;
- Patterns or shapes cut into hair or eyebrows and brightly coloured hair – eg: Mohicans or tram lines
- Gloves, hats, caps and bandannas.
- Overly conspicuous jewellery - large earrings, necklaces
- Clothing made of sheer/transparent materials

Tattoos should not be visible. Visible body piercing is restricted to the ears and/or one small nose stud only.

Students will be sent home if they do not conform to the Dress Code. Parents/Carers will be contacted should a student be required to be sent home in relation to a dress code violation. It is beyond the scope of the Policy to provide guidance on every eventuality. In the event of queries, the Assistant Principal (Sixth form and Curriculum) will take decisions on a case by case basis.

### **Quick start guide: General use of Computers and Mobile Devices**

- You may only log on as yourself. Do not give your password to anyone else.
- Be aware that the Academy can check your computer files and which sites you visit at any time.
- Do not use bad language, or try to access inappropriate material online.
- Mobile telephones and/or other mobile devices must be switched off and out of sight during lessons and whilst on the Academy premises unless permission has been granted by a teacher.
- You are not to record, video or photograph anything during lessons.
- You must not wear earphones when walking around the site at any time.

Any breach of these guidelines may result in disciplinary action.

### **Academy ICT - Acceptable Use**

The use of the latest technology is actively encouraged, but with this comes a responsibility to protect students, staff and the Academy from abuse of the system.

All students, therefore, must adhere to the Policy set out below. This Policy covers all workstations, laptops, mobile telephones and other electronic devices within the Academy, irrespective of who is the owner.

All students are expected to behave responsibly on the Academy computer network, as they would in classrooms and in other areas of the Academy.

#### **1. Personal Safety**

- Always be extremely cautious about revealing personal details and never reveal a home address, telephone number or email address to strangers.
- Always inform your teacher or another adult if you have received a message or have visited a website that contains inappropriate language or makes you feel uncomfortable in any way.
- Do not play with or remove any cables that are attached to an Academy computer.
- Always be yourself and do not pretend to be anyone or anything that you are not on the Internet.
- If in doubt, ask a teacher or another member of staff.

## **2. System Security**

- Do not attempt to go beyond your authorised access. This includes attempting to log on as another person, sending e-mails whilst masquerading as another person or accessing another person's files. Attempting to log on as staff is unacceptable and may result in the loss of access to systems and other serious sanctions. You are only permitted to log on as yourself.
- Do not give out your password to any other student; if you do and they do something wrong logged on as you, you will be held responsible. If you suspect someone else knows your password, change it immediately. This password should be changed at least once a term and be at least 6 characters long.
- Do not alter Academy hardware in any way.
- Do not eat or drink whilst using the computer.

## **3. Email**

- Do not reply to spam mails as this will result in more spam. Delete them and inform the IT support office.
- Do not open an attachment from an unknown source. Inform the IT support office as it might contain a virus.
- All emails sent from the Academy reflect on the Academy name so please maintain the highest standards.
- Do not use email (including web mail) during lessons unless your teacher has given permission.
- Do not send any files above 10mb by mail. Please ask the IT support office if you require this temporarily to be lifted.
- Do not send or forward annoying or unnecessary messages to a large number of people, e.g. spam or chainmail.
- Do not join mailing lists without the prior permission of IT support.

## **4. Plagiarism and Copyright**

Plagiarism is defined as taking the ideas or writings of others and presenting them as your own. Do not plagiarise works that you find on the Internet or anywhere else.

- You should respect copyright. Breaking copyright law occurs when you reproduce a piece of work. You should request permission from the copyright owner. This includes music files and the copying of CDs, downloading of films from illegal sites and other such formats.

## **5. Inappropriate Behaviour**

'Inappropriate Behaviour' relates to any electronic communication whether email, blogging, tweeting, social networking, texting, journal entries or any other type of posting/uploading to the Internet.

- Do not use indecent, obscene, offensive or threatening language.
- Do not post or send information that could cause damage or disruption.
- Do not engage in personal, prejudicial or discriminatory attacks.
- Do not harass another person. 'Harassment' is persistently acting in a manner that distresses or annoys another person.
- Do not knowingly or recklessly send or post false, defamatory or malicious information about a person.
- Do not post or send private information about another person without their prior agreement.
- Bullying of another person either by email, online or via texts will be treated with the highest severity.
- Do not access, or post, material that is profane or obscene, or that encourages illegal acts, violence or discrimination towards other people.
- If you mistakenly access such material, please inform your teacher or another member of staff immediately or you may be held responsible.
- Do not attempt to use proxy sites on the Internet.

## **6. Privacy**

- All files and emails on the system are the property of the Academy. As such, system administrators and staff have the right to access them if required.
- Do not assume that any email sent on the Internet is secure.
- All network access, web browsing and mails on the Academy system are logged.
- If you are suspected of breaking this Policy, your own personal laptop/device and mobile telephone can be searched by staff.
- The Academy reserves the right to randomly search the Internet for inappropriate material posted by students and to act upon it.

## **7. Software**

- Do not install any software on the Academy system.
- Do not attempt to download programmes from the Internet onto Academy computers.
- Do not knowingly install spyware or any sort of hacking software or device.

## **8. Sanctions**

- Sanctions will vary depending on the severity of the offence; they will range from a warning or withdrawal of Internet use, to suspension or expulsion.
- A breach of the law may lead to the involvement of the police.

## **9. General and Best Practice**

- Think before you print; printing is expensive and consumes resources which is bad for the environment.
- Priority must be given to students wishing to use the computers for Academy use.
- Always log off your computer when you have finished using it. Do not lock the computer so that others cannot use it.
- Always back up your work if you are not saving it on the Academy system. Work saved on the Academy system is backed up every night for you, but be careful if you only have a copy of your work on a memory stick.
- Avoid saving or printing sizable files); if in doubt ask a member of IT support.
- Passwords should be alphanumeric, i.e. contain both letters and numbers.
- Observe Health and Safety Guidelines; look away from the screen every 10 minutes to rest your eyes and make sure your chair is positioned and adjusted to the correct height to the desk.
- Housekeep your email regularly by deleting old mail.
- If a web page is blocked that you feel you have a legitimate use for, please ask IT support and it can instantly be unblocked if approval is given.
- If in doubt, ask a member of the IT support office.

## **10. Mobile Phones / Mobile Devices**

- Do not use a mobile telephone or other mobile device during lessons unless you have the teacher's permission.
- Mobile telephones should be switched off and kept out of sight while you are on the Academy premises unless you have the permission of a teacher.

- Do not take photos or videos within a lesson unless a member of staff has given permission.
- Do not take photos of people without their permission.
- Bullying by text or any other method will be treated in the same severe manner as any other form of bullying.
- Do not attempt to hack into someone else's device via Bluetooth or any other method.

**I have read and understood and agree to comply with the Student ICT Acceptable Use Policy.**

**Signed (student): ..... Print Name: ..... Date:**  
**.....**

**Signed (parent): ..... Print Name: .....**

|      |  |
|------|--|
| Name |  |
|------|--|

| My previous options were... |         |         |         |
|-----------------------------|---------|---------|---------|
| BLOCK A                     | BLOCK B | BLOCK C | BLOCK D |
|                             |         |         |         |

| My new options are... |         |         |         |
|-----------------------|---------|---------|---------|
| BLOCK A               | BLOCK B | BLOCK C | BLOCK D |
|                       |         |         |         |

| BLOCK A                  | BLOCK B              | BLOCK C       | BLOCK D    |
|--------------------------|----------------------|---------------|------------|
| Maths                    | Biology              | Photography   | History    |
| English                  | Media                | Chemistry     | Physics    |
| BTEC Protective Services | BTEC Applied science | Geography     | Art        |
|                          | BTEC Performing Arts | Sociology     | Psychology |
|                          |                      | BTEC Business | BTEC Sport |

**Declaration:** "I have considered the options available to me fully and wish to apply for enrolment into Year 12. I accept that I will be required to attend all registrations, tutorials and other school events to complement the study of my chosen subjects. I am aware that should my volume of study fall below the requirements of the school, I will need to seek alternative provision elsewhere."

|                     |  |      |  |
|---------------------|--|------|--|
| Signed Student      |  | Date |  |
| Signed Parent/Carer |  | Date |  |
| Signed Sixth Form   |  | Date |  |

**For Sixth Form office use only**

- ☐ Subject entry criteria met for new options
- ☐ Changes made to student curriculum summary on SIMS
- ☐ Changes made to Sixth Form options spreadsheet – option block changes

