

QE

QUEEN ELIZABETH
SIXTH FORM COLLEGE

QE EXPECTS



If you are going to succeed at QE, you need to be absolutely sure about what we expect of you and what you should expect of yourself.

You can find out about the commitments that this College makes to you in the College Charter.

This booklet tells you exactly what QE expects in return.

QE
expects

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QE expects you to fulfil your Learning Agreement

Every student signs this at the beginning of his or her course. You agree to:

- attend all your timetabled lessons
- arrive at the start of lessons on time
- organise your time effectively to meet deadlines and complete all work to the best of your ability, seeking help when you need it
- behave in a civilised manner and show respect to all members of the College community
- use the College resources sensibly and act in accordance with the Acceptable Use of ILT Policy and the Library Code of Conduct

This is your contract with the College and you must take seriously the commitments you make by signing it.

QE expects you to attend 100% of your timetabled sessions

This means all of your subject lessons, including your tutor periods as well as any other support sessions or meetings arranged for you. Your attendance will be closely monitored and reports sent home regularly. Attendance at all lessons is non-negotiable. The College regards attendance below 95% as a cause for concern.

If you are unable to attend College through illness or for any other good reason, you must contact the College on 01325 461315 by 10.00 am on the first day of absence and let us know. If you know in advance that you are going to be absent, you must complete the appropriate form to inform us.

If your attendance becomes unacceptable, your success and place at College will be in jeopardy.

QE expects you to be punctual

You must arrive at all of your lessons, tutor periods and other appointments on time. You must also make sure that you have with you all the materials required to take part in lessons. If you know that you are going to arrive at College late because of a problem with transport, you must contact the College immediately and let us know.

QE expects you to behave in a civilised manner at all times

The College is a working community where all people are respected and supported. It is very important that during your time at QE you show respect to the staff, other students and the College buildings and resources. See the Equality and Diversity Policy, displayed in every classroom, for more details.

QE expects you to complete all homework properly

This means that you must stick to the deadlines given to you by your teachers and make every effort to complete work to the best of your ability. You should complete approximately 4 – 5 hours of homework each week for each of your subjects. If you are taking a Double Award this requires 8 – 10 hours each week. If you are set reading rather than writing tasks, these are equally important and must be completed.

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QE expects you to use your study periods wisely

In addition to your lessons and tutorial sessions you will find that your timetable also includes study periods. These are for you to use to plan and complete homework. You should use the College library, atrium or any other open access study area. Of course, you may wish to take breaks or socialise in the student common room and you may even leave the College site if you have no timetabled sessions, but you must remember that your College work comes first.

QE expects you to track your progress

At various points in the College year you will be asked to spend time discussing your progress, the level of your performance and also setting yourself targets with the help of College staff. The College's progress tracker system is used to record:

- Performance grades
- Attendance

You need to take responsibility for your own learning and, by tracking your own progress, you should become increasingly independent and aware of your own strengths and areas for improvements.

QE expects you to organise your studies

Your Programme of Study will be challenging and each of your subjects will require you to compile notes and materials in an organised way. This means that you will need to bring essential items such as stationery and textbooks to College each day. You will also need to be organised at home, filing your notes in a systematic way that helps you when it comes to revision time. Learning support staff and mentors can help you with this.

QE expects you to limit the amount of paid work you do

All of our courses are very demanding and if you are going to succeed you need to give enough time to your College work. A part-time job can give you valuable experience but you should not do paid work for more than 8 hours a week and not during College hours. Research shows that if you do more than this your examination grades are likely to suffer.

QE expects you to book holidays outside of term time

We do not authorise holidays in term time and absences for holidays will be treated and recorded in exactly the same way as any other absence.

QE expects you to prepare properly for examinations

You must revise for examinations for the amount of time and in the way recommended by your teachers. It is essential that any coursework you might have is completed by the hand-in date. You should also ensure that your part-time job does not interfere with your preparation.

If you fail to meet QE's expectations, some or all of the following things will happen

- you will meet with your group tutor to discuss your progress.
- you may be placed on a supervised timetable or monitoring booklet. This means that after each lesson your teacher signs a form to indicate whether or not your work is satisfactory.
- you will be required to meet with your Principal Tutor and possibly other senior members of staff.
- you may be put on a contract that specifies exactly what you must do to avoid putting your place at College in jeopardy. This contract will be sent home.
- you may be issued with a Formal Warning that offers you one final chance to retain your place at College by complying with our expectations.
- if you still fail to meet QE expectations, you will be asked to leave the College.

We want you to succeed at QE and we will work hard to support you and help you to meet our expectations. If you ever feel that you need some extra help or advice, please make sure that you speak to your group tutor or subject teacher and they will help you to make the best use of our support services, which you will find listed in the student handbook.

Please contact the College if you would like this information to be in large print, braille or in another language.

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The College actively promotes equality of opportunity and values diversity