



## ADAMS COLLEGE STUDENTS – 2018/2019

We are pleased that you have chosen Adams College as your college of choice for the academic year 2018/19. On condition that you have met the entry requirements, then we look forward to working with you, as you continue on your path to what should be a highly successful future.

### **We now require you to complete three pieces of administration:**

1. Read and sign the College Contract (printed on the reverse of this sheet). A parent/carer who is supporting your education should also sign this. Return this to us as soon as possible. We will then countersign it and return a copy to you.
2. Provide an email address for yourself that you can access Go4Schools with. This will allow you to keep track of your attendance, progress and assessment grades on a regular basis. Please write this email address clearly in the box below:

In due course, you will receive a letter about how to access and use Go4Schools.

3. Read the privacy notice for our College and complete the pink registration form carefully, returning it to us as soon as possible.

If you have any questions about any aspects above, please do not hesitate to speak to us.

Julie Squire  
*KS5 Manager*

Spencer Radford  
*Assistant Headteacher*



## **ADAMS COLLEGE CONTRACT: 2018/2019**

### **Adams College will provide:**

- Continuing guidance about courses to meet your needs
- Effective teaching
- Setting and marking of homework
- Regular reports and assessments of your progress
- Facilities and resources for study and the encouragement for you to acquire and maintain effective learning skills
- Comprehensive advice and support for your future plans, both for university and/or employment – a service which you can continue to use after leaving College
- Pastoral care to support your welfare and personal development, including liaising with outside agencies, where appropriate
- Regular communication with your parent/carer about your attainment, progress and attendance, to support your life in College

Signed: \_\_\_\_\_ (*KS5 Manager*)

### **As a student of Adams College, you agree to:**

- A high rate of attendance and punctuality (95%+). This includes:
  - not taking holidays during term time
  - not arranging driving lessons during lessons/Independent Study Periods
  - reporting all absences to the Student Services Office promptly
  - punctual attendance to all morning registration periods (8:45a.m.)
  - punctual attendance to all timetabled Independent Study Periods
- Pay for all external examination entry fees if your overall attendance falls below 90%
- Use Independent Study Periods productively. This includes:
  - respecting the working environment and designated quiet/silent areas
  - appropriate use of electronic devices
  - attendance for the duration of the ISP
- Wear your lanyard around your neck, and at all times, when on the premises
- Sign out, if leaving the premises during the College day, and sign back in upon your return
- Not come onto the premises (or use College transport) in possession, or under the influence, of alcohol or drugs
- Not smoke (or use E-cigarettes/vapes) on, or near, the College
- Show respect towards students, staff, the wider community and the College environment

*Note that if your attendance, behaviour, or assessment results fall below our expected standards, an intervention meeting will be held to discuss your future at Adams College.*



Signed: \_\_\_\_\_ Print Name: -  
\_\_\_\_\_

As a parent/carer of the above student, I have read and accept the contents of the Adams College contract and will support the College and my son/daughter with his/her studies.

Signed: \_\_\_\_\_ Print Name: -  
\_\_\_\_\_