

**Wingate Sixth Form**  
**Year 12 Enrolment Form 2022/23 - Parent's Agreement**

Dear Parents,

Your son/daughter has chosen to continue in Further Education. This decision implies a commitment to hard work.

Please read the information below which sets out to all Sixth Form students our expectations and guidance.

Entry to Year 13 is not guaranteed. It is dependent upon successful completion of AS Levels in Year 12, attendance, conduct, effort and punctuality (a minimum of 95% attendance is expected). We exercise the right to inform students that they are unable to continue with a certain subject, or the course as a whole, if we feel that academic levels, standards in application or effort, have not been achieved.

We will keep you regularly informed on your child's progress and contact you if we have any concerns about the above issues. Similarly, please keep us informed about any circumstances that may affect your child's studies. This includes updating the school on any changes to contact details.

We expect parents to support the school in all of the above in order to ensure that students have every chance of fulfilling their full potential. Please also refer to the School Terms and Conditions which can be found on the School website. [www.wingateschool.com](http://www.wingateschool.com)

Please be advised that CCTV is used to monitor the Sixth Form. Images and audio are stored in school for a period of 2 weeks, before being erased for security reasons. Only office staff and senior management will have access to any footage recorded.

Parent's email address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

**Deposit Conditions:**

A deposit will be paid on acceptance. In order to reclaim the deposit, parents must give notice of leaving. In the first term students can give end-of-term notice of leaving as late as the 15th November. This should allow sufficient time for students to be confident that their chosen course is both achievable and suitable. Part-time students also need to make a commitment by the 15th November or they could risk losing their deposit of €360.00 per subject should they not give sufficient notice of leaving.

After this date the following conditions are applicable to both full-time and part-time Wingate Sixth Form students. Students leaving school at the end of the Spring Term (i.e. at Easter) must advise the school by January 30th. Students at the end of the Summer Term must advise the school by May 7th.

Parents who withdraw their child without giving sufficient notice will be charged pro-rata for the time they have attended school and will forfeit their deposit. Parents who leave giving the required notice and who have paid their term's fees will have their deposit refunded.

A deduction will be made from the school deposit if a student is found mistreating or damaging any area of the school and if any school books are not returned in a reasonable condition.

**Exam Fees:** Parents will be invoiced for all Edexcel external exams taken through the year.

**Wingate Sixth Form Fees per term:**

**Advanced Course Full-time:** €2381.00 (plus €76.00 if taking Chemistry)

**Advanced Course Part-time:** €823.00 per subject except Chemistry: €899.00 €385.00 per subject for GCSE re-sits

**Supervision charge:** €427.00 for part-time students to remain in the school on a full-time basis

**Deposit:** €850.00 for a full-time student unless part of a family in which case €1000.00 for 2 children, €1200.00 for 3 children €360.00 deposit for a part-time student - per subject - this payment is held for the 2 year course.

**Signing below constitutes a contract between parents and Wingate School. Accepting all conditions stated within this document and the General Wingate School Terms & Conditions and Policies & Procedures which are available on the school website.**

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_

**Wingate Sixth Form**

**Year 12 Enrolment Form 2022/23 - Student's Agreement**

Name: \_\_\_\_\_

Student personal email address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Welcome to Wingate Sixth Form Year 12.

**Dear Student,**

The Advanced Course is a considerable step up from IGCSE and it is aimed towards entry to university in the UK, Spain or elsewhere. It is unquestionably a demanding course at a much higher level than you have been accustomed to, hence we have set realistic entry requirements – see the Sixth Form Prospectus for further details. [www.wingateschool.com](http://www.wingateschool.com)

You will study up to 4 AS/A levels and undertake extra enrichment activities or projects. Entry to Year 13 is not guaranteed.

**Which subjects are you planning to study?**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

\*If for any reason you alter the number of subject choices, your fees will be charged pro-rata.

\*Though it is important to maintain constructive outside interests, academic work should come first. You are expected to study 4 hours per subject on top of the lessons taught in school each week. This means that you will need to study at least 12 to 16 hours in excess, each week doing research for your subjects to gain a more in-depth understanding, including revising, preparing notes and diagrams to reinforce and support content taught in class.

**Wingate Sixth Form Study Centre:**

The Sixth Form Study Centre has been set up to facilitate and support academic study. You should understand that we are a school and not a College. As such, you should think of Year 12 as an extension of Year 11 with strategies in place to encourage independent research and learning which helps prepare you for further study and the world of work. These are dual-purpose rooms and, outside of break and lunchtimes, you are expected to study giving due respect to others by ensuring a quiet and studious atmosphere. Most study periods will be supervised or you will be directed to study in a specific room. This is not optional and you will be expected to be where you are directed at all times.

#### **Expectations:**

You must be fully aware that we expect **total commitment** to AS/A level study. All assignments have to be completed to Sixth Form study standard and handed in on time. We exercise the right to inform you not to continue with a certain subject, or the course as a whole, if we feel that the required standards or efforts have not been reached. We will keep your parents regularly informed of your progress. Entry to Year 13 is not guaranteed. It is dependent upon successful completion of AS levels in Year 12, conduct and effort as well as attendance and punctuality. We will keep your parents regularly informed of your progress.

#### **Year 12 Dress Code:**

The Sixth Form has a strict dress code. The following is compulsory for all Year 12 Students. Students must wear the Wingate School Sixth Form Polo Shirt purchased from the school uniform shop. <https://uniforms.wingateschool.com/>

A plain grey sweatshirt or jumper with a discreet logo or the Wingate School Tracksuit top. No other sweatshirts or jumpers are allowed

Black, dark blue or grey coloured trousers or knee-length tailored skirts/shorts.

#### **ABSOLUTELY NO LEGGINGS, HOODIES, DENIM CLOTHES OR RIPS IN TROUSERS**

School sports kit can be worn and training shoes can be of or neutral style and colour. The school tracksuit can be worn in cooler months

Rules on hair for students remain as they are in the Seniors - Natural hair colour with long hair tied back from the face

Students should be clean-shaven

Students can wear 1 or 2 small stud earrings. No other visible piercings or visible tattoos are permitted.

Nail can be painted but of a reasonable length not 'talons'! You have to be able to type easily

One necklace and 1 wristband or bracelet

Makeup should be kept to a minimum

Please be advised that CCTV is used to monitor the Sixth Form. Images and audio are stored in school for a period of 2 weeks, before being erased for security reasons. Only office staff and senior management will have access to any footage recorded.

Students not respecting the dress code, will be given 1 warning. Subsequent breaches will mean students are sent home to change. If any member of staff deems your dress to be inappropriate, then it is inappropriate. A persistent lack of adherence to the dress code will result in disciplinary action as per the School Behaviour Policy. If you are not sure – **don't wear it!**

**Chromebooks and Mobile Phones:** It is **compulsory** for students to continue to use their school Chromebook for lessons and study periods. Mobile phones are banned in the main school area and may only be used at break and lunchtime in the Sixth Form. Mobile phones seen or used outside of these times will be confiscated. Mobile phones are not to be used as a substitute for a chromebook at any time. This is because your phone does not have the internet safeguards that your chromebook does.

**Attendance:** Regular attendance and punctuality are critical to your success. 100% is always the target, 95% attendance is the minimum. Below 90% will adversely affect your academic progress. Punctuality is also very important with Year 12 students having registers taken at 08.55. Year 12 students are not allowed to leave the school at any time during the school day except on a Friday afternoon when, if they have no scheduled lessons, may sign out and leave school. Any student leaving the school for a legitimate reason i.e. medical appointment, must sign out at the school office and back in again on return.

**Driving Licence:** If students drive their own vehicle to travel to and from school, they are not permitted to transport other students within the school day. This is considered a serious breach of Health & Safety and any students ignoring this rule will be suspended from school.

**Part-time Students:** Students are considered part-time if they only study 2 AS (IAS) or 2 A2 (IAL) Level subjects. Students studying a third course as an external student (e.g. Art) does not contribute and they remain as a part-time student. (This means that they are allowed in school for their timetabled lessons and any study or bridging lessons agreed by the tutor, Mrs Tolfrey or Mr Howells) The remaining lesson times, students are not allowed in school. However, students can opt for a smaller payment which allows them to be considered as 'full-time'. This cost can be found in the fees section. Though students who opt for this extra payment must be aware that full-time means exactly that and are under the same rules as all other full-time students.

**Printing:** There is a computer and a printer provided in the S5 study room. However, to prevent excessive waste and ensure responsible usage, each student will have a code to enter when printing. Each student will have a credit of 500 copies after which, they will have to buy further credits from the office: €2 for 200 copies or further prints or €5 for a further 500 copies.

**Signing below constitutes a contract between parents and Wingate School. Accepting all conditions stated within this document and Wingate School Terms & Conditions and Policies & Procedures which are available on the school website.**

Students Signature: \_\_\_\_\_

Date: \_\_\_\_\_