



## THINKING ABOUT APPLYING TO SIXTH FORM?

*Here are some really important things to note before applying.*

### WHY GO TO SIXTH FORM?

There are basically **three** aims to sixth form studies:

- ✓ to gain academic qualifications in the CAPE examinations as a preliminary to further study at university or for employment purposes
- ✓ to gain intellectual maturity as you move from highly structured learning methods to a pathway of greater self-discipline and self-motivation
- ✓ to mature personally, incorporating all aspects of your growth, such as social, psychological, and spiritual



### IS SIXTH FORM REALLY FOR YOU?

Remember, there are other options available to you at this juncture. You could go straight on to UTECH, Pre-UWI, or another type of training institution. It all depends on what you want to do and where your future career may lie. You must recognise that success at the sixth form level does require a new approach to learning – an approach that is going to demand your TOTAL commitment and motivation, as well as a mature and responsible outlook. If you have these qualities, the stage will be set for you to realise your fullest potential.

These pages are intended as a guide to both sixth form students and parents/guardians of sixth form students. It is not exhaustive, but it **does form the basis of the conditions which must be agreed to upon accepting a place in the Campion College Sixth Form**. You will be asked to sign the attached letter to confirm that you have read and agree to the conditions of acceptance.

### ETHOS AND VISION OF CAMPION COLLEGE

Campion College Sixth Form is one of the largest and most successful in the Caribbean region. Our results in the CAPE examinations are no accident but are the result of the culture of Campion College which promotes a strong work ethic. Features of our sixth form include:

- an increasing range of subjects offered
- provision of close monitoring of student performance
- a system of regular assessment, grading and feedback



- emphasis on personal development with encouragement to develop talents/skills in the wide range of co-curricular activities available, to act in the interest of others, to challenge selves, think for selves, and find the balance between work and play
- a community who know what they want to achieve and work with confidence and enthusiasm to meet their goals

### CHOOSING YOUR CAPE SUBJECTS

This can be a daunting prospect, but you certainly should consider the following **before** you select:



- What subjects you enjoy
- What subjects you are good at
- The career implications of your choice
- Whether or not your CSEC grades qualify you to study a particular subject
- If a subject is new to you, do your research! Talk to people who are already doing it or have done it, find out what kind of topics you will cover (refer to the syllabus), find out what career options it opens up.
- Talk to your teachers, guidance counsellors, parents and friends who know you well...their advice can be very helpful.
- PLEASE REMEMBER – THERE ARE NO ‘EASY’ CAPE SUBJECTS...each brings demands and the need for seriousness of purpose and hard work!

### SUBJECTS AVAILABLE FOR SELECTION:

- |                    |                          |
|--------------------|--------------------------|
| • ACCOUNTS         | • HISTORY                |
| • BIOLOGY          | • LAW                    |
| • CHEMISTRY        | • LITERATURES OF ENGLISH |
| • COMPUTER SCIENCE | • MATHEMATICS            |
| • DIGITAL MEDIA    | • MANAGEMENT OF BUSINESS |
| • ECONOMICS        | • PHYSICS                |
| • FRENCH           | • SOCIOLOGY              |
| • GEOGRAPHY        | • SPANISH                |

***You should be selecting three subjects from the list above but please note the conditions\* indicated below. The possibility of doing a fourth subject can be explored with the administration if your performance on the Internal Prediction Metric (IPM) was very strong. A fourth subject is only given if space is available in that subject area after assigning all other students to their first three subjects.***

***N.B.: A subject offer may be withdrawn if the take-up by students is too low. Should this happen, students will be asked to select another subject where space is available.***

COMPULSORY SUBJECTS:

- COMMUNICATION STUDIES (taken in 6B)
- CARIBBEAN STUDIES (taken in 6A)
- CHRISTIAN LIVING
- PERSONAL DEVELOPMENT

**\*N.B. BECAUSE OF THE TIMETABLING, THERE ARE CERTAIN SUBJECTS THAT CLASH AND CANNOT BE DONE TOGETHER. PLEASE KEEP THIS IN MIND AS YOU MAKE YOUR CHOICE.**

IT IS **NOT** POSSIBLE TO DO THE FOLLOWING COMBINATIONS OF THREE TOGETHER (ALTHOUGH YOU COULD DO TWO OF THE THREE LISTED, ALONG WITH ANOTHER SUBJECT):

- FRENCH – ENGLISH LIT – ECON
- FRENCH – DIGITAL MEDIA – ECON
- LAW – ENGLISH LIT – ECON
- LAW – DIGITAL MEDIA – ECON
- FRENCH – SPANISH – BIOLOGY
- FRENCH – MOB – BIOLOGY
- LAW – SPANISH – BIOLOGY
- LAW – MOB – BIOLOGY
- SOCIOLOGY – HISTORY – CHEMISTRY
- SOCIOLOGY – ACCOUNTS – CHEMISTRY
- ENGLISH LIT – GEOGRAPHY – PHYSICS
- DIGITAL MEDIA – GEOGRAPHY – PHYSICS
- SPANISH – GEOGRAPHY – COMP SCI
- MOB – GEOGRAPHY – COMP SCI

IT IS **NOT** POSSIBLE TO DO THE FOLLOWING SETS OF TWO AT ANY TIME:

- FRENCH – LAW
- HISTORY – ACCOUNTS
- SPANISH – MOB
- DIGITAL MEDIA – ENGLISH LIT

Minimum Requirement for Admission to Sixth Form

Along with the other requirements as outlined in the Campion's Student/Parent handbook, a minimum of six subjects, including Maths and English A, at grades one and two are required. A pass in Add Maths can be substituted for Maths. For 2021, all results will be based on the school's Internal Prediction Metric (IPM)\*.

***\*The Internal Prediction Metric (IPM) for each student is calculated based on the following:***

- ***The students' academic performance in 4<sup>th</sup> and 5<sup>th</sup> form***
- ***SBA scores for each subject where applicable***
- ***Teacher's predicted grade for the student***

## Individual Subject Requirements

Getting into Sixth Form at Campion College is very competitive as there are only 160 spaces with over 200 students applying for a space. Priority is given to students who qualify for sixth form with the best Internal Prediction Metric (IPM) results. Think carefully about where you think you want to end up in terms of a career, or an area of study at the tertiary level, and then make your subject selection. Discuss your thoughts with your parents and/or the Sixth Form or Fifth Form Supervisors at Campion. See info above on choosing your subjects for more details.

<b>Subjects</b>	<b>Internal Prediction Metric Minimum Requirements</b>
Art & Design	Grade 1 or 2 in Visual Arts
Accounting	Grade 1 in Principles of Accounts
Biology	Grade 1 or 2 in Biology and a pass in Chemistry
Chemistry	Grade 1 or 2 in Chemistry
Computer Science	Grade 1 in Information Technology
Digital Media	Grade 1 or 2 in Information Technology
Economics	Grade 1 or 2 in Mathematics OR a pass in ADD MATHS
French	Grade 1 or 2 in French
Geography	Grade 1 or 2 in Geography
History	Grade 1 or 2 in History
Law	Grade 1 or 2 in English B and grade 1 or 2 in English A. It is strongly recommended that if you wish to pursue a career in law that you carry CAPE History as well as Law as subjects.
Literatures in English	Grade 1 in English B and grade 1 in English A.

Management of Business	Grade 1 or 2 in a Business Subject. A pass in Principles of Accounts would be advantageous.
Physics	Grade 1 or 2 in Physics <b>and</b> grade 1 in Mathematics or grades 1-3 in Add Math
Pure Mathematics	Grade 1 or 2 in Add Maths
Sociology	Grade 1 or 2 in English A
Spanish	Grade 1 or 2 in Spanish

## GENERAL GUIDELINES

### PRIVATE STUDY

The balance between taught lessons and private study changes when you advance to sixth form. As a general guide for studies, it is expected that a student who is carrying a normal programme of three subjects plus Communication/Caribbean Studies will allot a minimum of **four (4) hours** (exclusive of formal classes) for class preparation, term papers, reference work, etc. **per day, every day. The single most common cause of failure in Sixth Form Studies is the failure of the student to apply him/herself to real work and a definite schedule of study from the very first term (no matter what the reason – or excuse – for such lack of application).** It is important to note that external examinations are held at the end of **both** upper and lower sixth form. At this stage, your teacher acts more as a facilitator. The responsibility for learning is yours!



Sixth formers are encouraged to use the study facilities offered by the school. You have access to a reading room, as well as a library with IT facilities. You will also need a quiet place to study at home.

### PERSONAL DEVELOPMENT AND CHRISTIAN LIVING

All students are required to take part in the PD and CL classes which are assigned a double period each on a weekly basis. These sessions deal with a range of personal, social, health, ethical and religious issues relevant to 16 – 18 year olds, and include topics such as Critical Thinking, Ethics, Drugs, Values, and Interviews. Students are also guided in university applications and careers. Our programme is geared towards fostering the personal growth of the student, continuing a process begun in First Form, in which the students are encouraged to recognize their responsibility towards family, school, the wider society, the world and the environment, as they mature and prepare for adulthood. It is hoped that at the sixth form level students will recognize and enjoy their self-actualization at this stage of their development and look towards starting a new phase of life which begins with moving out of a



protected environment – home and school – to fend for oneself in the unprotected world. Students should be prepared at this stage to seek opportunities and make those decisions which enable them to take control of their life and circumstances.

### COMMUNICATION

It is critical that students take some responsibility for keeping up to date with important announcements/news. This is particularly vital in the sixth form where students start to become accountable for their own futures. **Students should check the Notice Boards in the Sixth Form building**



**daily, monitor emails regularly,** and attend assembly twice a week. The supervisor and coordinators will be available when not teaching should a student need to see them or vice versa.

An open door policy operates in the sixth form whereby students or parents can seek advice at any time within reason, although appointments are always preferable. Obviously, there may be times where staff may not be immediately available; however, both students and parents can seek counsel on any issue.

This may involve advice on procedures, study skills, university applications, or careers. Persons available for consultation include the supervisor, the coordinators, the guidance counsellors, the individual subject teachers, and the administration.

### APPROACH/BEHAVIOUR

Sixth formers are clearly expected to behave in a responsible manner at all times. When coming to class, students should arrive in a positive frame of mind with requisite material for each lesson. Points that should be noted include:

- The Reading Room and Foyers are areas set aside for sixth form use only. The spaces should be respected and kept clean and tidy at all times.
- 6A students who are granted permission to drive to school do so at their own risk. When using the school car park, they should drive responsibly. Particular guidelines for sixth form drivers should be consulted.
- Students should behave in an appropriate manner with respect to others and the school environment.

If students behave in a way that is considered to be inappropriate in any way, they will face punitive action in line with the school's disciplinary procedures.

### CELLULAR PHONES

Sixth form students are permitted to bring cellular phones into school, but do so at their own risk. The school does **not** accept any liability for the loss or theft of such items. While students are allowed to bring them to school, they will be for use only in the vicinity of the sixth form reading room/foyer and should not be used generally around the rest of the school. Moreover, cellular phones should be switched off during lessons, assemblies, in the library, etc.



Again, particular guidelines for cell phone use should be consulted. *Subject teachers MAY permit students to use cell phones for certain class activities. Specific instructions should be followed in these instances.*



## DRESS CODE

Sixth formers will wear the sixth form uniform as outlined in the handout. Particular attention should be paid to the colour of shoes, length & fit of skirt, style & fit of pants, and height of socks! The general school rules relating to hair and jewellery apply equally to sixth formers.

## **ATTENDANCE GUIDELINES**

Campion Sixth formers have the special privilege of being permitted to arrive in time for their first class, as long as they are in school by 11:30 a.m. (except for assembly days when they must be in attendance for devotions) and may leave after their last class as long as the relevant guidelines are followed re leaving the campus with the expectation to return. Sixth form students may **NOT** leave the campus in between classes.

### **By accepting a place in the Campion College Sixth Form you will agree to the following conditions regarding attendance:**

- You must attend all the lessons which make up your programme of study.
- You must register by signing in every morning, indicating clearly the time of arrival.
- You must attend assemblies twice a week (first or second shift).

*Please note that good attendance is essential if you are to succeed in the job market or advance to higher education. Most potential employers and universities/colleges require the school to comment on attendance and punctuality in references. Where attendance/punctuality is unsatisfactory, it is our duty to report this truthfully.*

## **AUTHORISED AND UNAUTHORISED ABSENCE**

In some cases, the school will consider an absence to be 'authorised'.

### PLANNED ABSENCE

If you know that you are going to be absent from school, you should apply for 'authorised absence' **at least two days before that date**. In this case, you should complete the 'Absence Form' and return it to the Sixth Form Supervisor.

If you know that you need to be away, but you do **not** apply for an authorised absence and you miss one of your classes, we will assume that you do not have permission to be away, and the absence will be marked down as unauthorised.

### UNPLANNED ABSENCE

However, if you are ever away for a reason that you could not have predicted, the school will consider whether your absence was really unavoidable – but you must let them know **on the day you are away before 10 a.m.** You should phone the school office. Unless you have a really good reason why you cannot contact the school on the day, we will consider your absence unauthorised. **An absent note from your parent/guardian MUST accompany your return to school.** This should be addressed to the Supervisor and handed in directly to the Supervisor's Office.

### **Examples of reasons to apply for 'authorised absence':**

- (a) A medical appointment which cannot be arranged outside school hours

- (b) A religious holiday, *subject to school approval*
- (c) A visit to a university to attend an interview, *subject to school approval*
- (d) If you are taking part in a significant co-curricular activity, such as drama, debating or sport.
- (e) Going to a funeral of a close relative/friend
- (f) Severe problems with your transport
- (g) A driving test

N.B. You will be asked to give evidence to support your absence where you can.

*This list is not complete and the school has the right to make the final decision on whether an absence is authorised or unauthorised.*

**Reasons that are not generally acceptable for ‘authorised absence’:**

- (a) Leisure activities
- (b) Birthdays or similar celebrations
- (c) Driving lessons

*Again, this list is not complete and the school has the right to make the final decision on whether an absence is authorised or unauthorised.*

SICKNESS

Absence due to sickness needs to be explained and/or supported by a medical certificate or letter from your doctor. If you are ill, you need to ring the school before 10 a.m.



**N.B. The school is entitled to turn down an application to authorised absence if there is a pattern to your absences, you are absent a lot, or there is reason to doubt you.**

SIGNING OUT OF SCHOOL

If permission to leave has been granted, this may be done at the gate. Otherwise, this must be done in the Main Office and follow correct procedures.

LEAVING CLASS EARLY OR ARRIVING LATE

If lateness TO CLASS is repeated, it will become a disciplinary issue. There is a five-minute grace period to get to class. Outside of this time, you are considered late whether or not the teacher is present. A register will be taken in EACH session by both the subject teacher and the class beadle.





## COMMUNITY SERVICE

Sixth formers are in the unique position of being able to contribute substantially to the school and surrounding community. It is hoped that all sixth form students will seize the opportunity to participate in the voluntary community service programme which includes the following: Office Duty, Library Duty, P.E. Duty, Computer Lab Duty, Science Lab Duty, and Mentoring. Sixth formers are expected to give at least one hour a week of service to one or more of these areas. Students are also expected to carry out Foyer and Reading Room Tidying duty. This community service should be carried out in the students' own time. A record of participation in these various duties will be kept and placed on file. It is of note that both universities and employers value such experience.

## SIXTH FORM ASSOCIATION

On joining sixth form, students automatically become a part of the Sixth Form Association. However, formal participation will only be recorded on reports with consistent attendance at weekly meetings. The Sixth Form Association enables students to air their views on a variety of issues, debate current affairs and improve the overall sixth form experience. Serving on the executive provides the students with valuable experience and is an excellent addition to any university application/reference.

## READING ROOM/FOYERS

Students are free to use the Reading Room and Foyers at virtually all times of the day. These areas are not staffed but students are required to respect these areas and keep them tidy. Quiet should be maintained in the Reading Room to allow for private study, and consideration for classes in session should be exercised while in the corridors and foyers.



## AWARDS

Each year awards are presented to students for effort, achievement, and contribution to the community at the annual *Magis Awards Ceremony* as well as at *Graduation*. During the course of the year students may also receive a Certificate of Achievement for good work, effort or positive contributions in specific areas.

**Magis Awards** include:

- Prizes for Top Performers in individual subjects
- Citizenship Awards
- Club/Sports Awards

**Valedictory Prizes** include awards for:

- Top Performer (an average of at least 90% over the two years)
- Subject (highest average in a particular subject over the two years\* *this is not awarded if the grade is under 70%*)
- Sports, Visual & Performing Arts (outstanding performance in throughout the duration of 6<sup>th</sup> form/Campion life)
- School Spirit (dedication to school as evidenced through loyal support, citizenship, and participation in school life)



- Ignatius Loyola Trophy (for loyalty, diligence, dedication and perseverance)
- Ignatian Secondary Education Association Award (for the student who is intellectually competent, open to growth, loving, religious, and committed to social justice)

### **CAMPION AIMS FOR SIXTH FORM**

The aims to facilitate academic development, as well as intellectual and personal maturity may seem rather difficult to achieve in the context of the relatively short span of two years, but we must give our students the scope to grow in these ways, so that they can leave this experience academically qualified, as well as being persons who, as far as possible, are able to give a reasoned response to their rights and obligations as a person.

So as to achieve these objectives, the Champion programme aims to be:

- supportive without being stifling
- demanding without being authoritarian
- uncompromising on principles but open to the individuality of persons and their rights

The proper balance for optimum effectiveness of the sixth form programme, between a minimum of restrictive legislation and a highly structured atmosphere, is not easy to attain but it can be achieved with the understanding and commitment to it by the Administration, the Academic Staff, the Parents/Guardians and the Students.

### **THE ROLE OF THE ADMINISTRATION**

The fundamental role of the administration is to provide, as fully as possible, the atmosphere (physical as well as academic) which enhances the aims and goals of the Sixth Form at Campion. On the one hand, Sixth Form cannot be allowed to degenerate into a club atmosphere, but on the other hand it cannot merely be an atmosphere of an academic 'grind' toward examinations. Areas are therefore provided for relaxation, but there are certain areas which are restricted to class/study/reading only.

The Administration will make provision for, and actively foster activities, other than academic, which will provide the Sixth Form student with the important opportunity to expand his/her interests and to develop his/her sense of responsibility toward others. These activities should include active 'prefecting', aiding in the academic 'uplifting' of lower form students who may need help, helping coaches in training programmes, and other forms of support.

Sixth form is an integral part of Campion College and all the students must realize this and fulfil their role by their attitudes and actions. Sixth formers are a vital part of the larger community of the school and an understanding and respect for this wider dimension of their lives must be actively fostered.

A further development of this social dimension of their lives can be afforded by encouraging and expecting their active participation in the 'governing' structure of the school. Head Boy, Head Girl, Deputies, and Prefect are not to be merely honorary titles. The role of these students especially, as well as the entire sixth

form body, must be one of personal involvement and of engendering involvement of the other students throughout the school.

### **THE ROLE OF THE SIXTH FORMER**

It is assumed that by the very fact that a student applies for a place in the Campion Sixth Form, he/she accepts and will strive to live up to the aims and goals of Sixth Form education at Campion College. If this is not the case, then that person will find very quickly that he/she cannot fit into this programme. The programme is designed to be personally and academically demanding while at the same time giving wide scope for the development of persons of differing abilities and interests. The student will learn to understand and handle him/herself, his/her interpersonal relationships and his/her social obligations within and without the Campion Community while, at the same time, developing his/her intellectual powers and academic knowledge and interests.

One of the most difficult aspects of the intellectual and personal attitudes for anyone to develop is **self-discipline**. This, along with **self-motivation**, is a hallmark of the intellectually and personally mature person. Unfortunately, this is not a trait which we pick up naturally as we pick up years of age in a steady progression. It is a learned characteristic gained through the maturing process and which some unfortunately never develop.

The Sixth Form student is in a stage of strong peer pressure which militates against the full development of precisely those traits which characterize the mature personality. Thus, along with his/her personal growth problems, the Sixth Former must learn to cope with these other, sometimes insidious, external pressures. The Sixth Form experience is a unique opportunity for the student to develop these qualities by reason of its structure and with the aid of his/her teachers and parents. On entering Sixth Form, just as entering any job or professional situation, the student attains certain rights and, concomitantly, obligations. Learning how to handle and respond properly to these rights and obligations is the sign of the maturing personality.

The Sixth Form situation will not be as structured and restrictive as the students' previous educational experience. However those rules and regulations which are considered necessary, either for the good order of the school or for the students' own personal development, will be strictly enforced. This is one aspect of the obligations to which the student will be expected to respond in a responsible manner. Hopefully, each student will develop sufficient self-discipline in these regards so that external reminders (by teachers, Supervisor, etc) will not be necessary.

In each of the academic subjects the student will be given an outline of what is expected of him/her. The requirements of the course will vary according to the subject matter as also will the teaching method employed at different times during the course. In addition to ordinary class preparation, these requirements will encompass school-based assessment (internal assessments), special papers, projects, extensive reference work, extra practical work, etc. which are entirely within the province of the subject teachers with the approval, where necessary, of the Supervisor or Head of Department. These course requirements are as obligatory as ordinary class preparation and class attendance; thus, consistent unsatisfactory

performance in this regard will also be considered a serious breach of the disciplined approach to Sixth Form studies which is demanded. Attendance at **all** classes is obligatory.

The number of class periods will leave each student with certain periods which are not assigned, i.e. non-contact periods. Outside of requisite lunch and relaxation breaks, these non-class periods are not to be considered 'free time' except in the sense that the student is free to do what work he/she wishes and where (e.g. library, reading room, lab). **A mature and disciplined person knows how to use his time as completely and advantageously as possible.** This is not in any way to imply that there is not an essential place in a student's life for recreation and relaxation (games, reading, general discussions, etc.). These are part and parcel of the growth process and can only be ignored to the detriment of proper personality development. Unfortunately, many students spend a disproportionate amount of time in these pursuits to the neglect of others. If it has not already been done, then Sixth Form is the time to learn the necessity of establishing a proper order of priorities. Students must learn that, important as it is, their social development cannot be allowed to seriously interfere with their intellectual growth.

As a very necessary part of the full personal development of each student, they will be expected and urged to involve themselves in the sports/physical education programme of Campion by participation in the formal and informal programmes. These programmes will be designed to appeal to a wide spectrum of interests and abilities. This participation can and should, where possible, include their involvement in the sports training programme for the lower school.

All Sixth Formers will be expected to involve themselves in the school community. This will be done as school Prefects, Club officials, helping other students academically, aiding coaches, and, in general, helping the Administration in inculcating and maintaining good order in the school. They should become actively engaged in helping to develop school policies which enhance and foster the implementation of the aims of Campion College. Much can be done actively and still more by example and Sixth Formers by their unique position can make an invaluable contribution in this regard. This is another area of life in which giving is part of the growth process and much will be received by the students by learning to give of themselves and their talents. It is hoped that in the extremely important area of school life which is discipline the Sixth Form students will be a part of the solution and not a part of the problem.

The students must always keep in mind that the aims and objectives of Campion College have been formulated with the good of all the students in mind and that the successful achievement of these aims and objectives will be completely frustrated without the fullest cooperation of each member of the Campion community of which they are an integral part.

## PEOPLE TO KNOW IN SIXTH FORM INCLUDE:

### **SUPERVISOR:** MS. SYREETA KENNY-BENNETT

Call the Main Office and ask to be transferred: 876-927-9555/876-619-1393

[skenny-bennett@campioncollege.com](mailto:skenny-bennett@campioncollege.com)

### **COORDINATORS:**

- MRS. CELIA WEBSTER – [cwebster@campioncollege.com](mailto:cwebster@campioncollege.com)
- MRS. NOLDA CHINTERSINGH – [nchintersingh@campioncollege.com](mailto:nchintersingh@campioncollege.com).

## **SIXTH FORM CONTRACT**

As a sixth form student of Campion College, I agree to fulfil the following requirements for the duration of my time in the Sixth Form:

- I will conduct myself in a manner befitting a senior student of the school, demonstrating respect to all members of the Campion community.
- I will ensure a high level of attendance and punctuality. Where there may be problems with this I will inform my supervisor and subject teachers in advance. I understand that it is essential that a note from my parents/guardians explaining any absences must be brought in **immediately** on my return to school. I will be responsible in getting details of the work covered and set (during my absence) immediately on my return to school.
- I will ensure that I am neatly and completely attired in my school uniform, respecting the dress code at all times.
- I realise that this Sixth Form has a positive work ethic and that I must arrive at each lesson fully prepared with the correct equipment and with all work up to date.
- I accept responsibility for my performance and will strive to complete work to a high standard and to the specified deadlines. Where there are problems, I will see my supervisor and subject teachers in advance.
- I will get involved in school life, participating in at least two co-curricular activities.
- I understand that study periods are built into the timetable to enable me to focus on the demands of the courses that I have chosen to study and I will strive to utilize these periods accordingly.
- I will respect the physical structure and contents of the Sixth Form building and will do my part to ensure that all areas remain litter free.
- I will sign in daily on the attendance register.
- I accept full responsibility for my cellular phone, laptop computer and any other electronic device if I decide to bring it to school, both in terms of security and **appropriate** use as defined by the school.
- I will check the 6<sup>th</sup> form Notice Boards every day and attend assemblies faithfully.
- I will take part in Community Service on a regular basis.
- I will complete the full two-year sixth form programme. **No transcripts to fulfil university or college admission requirements will be generated for Sixth Form students before the second year of the Sixth Form programme. This includes unofficial transcripts.**

- Should I decide to leave the campus after my last class with the intention of returning to school, I will conduct myself in a manner befitting a Campion student with the full knowledge that I am considered a senior representative of my school.
- I have read the Sixth Form Handbook (the “Handbook”) and agree to comply with all the rules, regulations, policies and procedures outlined therein (the “Rules”). I understand and accept my responsibilities set out in the Handbook. I understand that disciplinary action may take place as outlined in the Handbook if I fail to comply with the Rules.

### **School Based Assessment**

- Academic honesty should be maintained throughout the entire SBA process. All sources used in research papers and projects must be properly acknowledged, using the quoting and referencing conventions stipulated by each subject department.
- Students are encouraged to use their own words, as much as possible, to express their ideas and to avoid excessive, lengthy quotation of other writers.
- Students will be penalised for proven plagiarism in keeping with the Academic Integrity Policy of Campion College. The CXC Examination Regulations also stipulate that a candidate may be liable to disqualification from the subject concerned or the whole of the examination or suffer a mark or grade penalty for breaching the Regulations.

### **Student/Parent Agreement**

**I agree** to accept these conditions of enrolment in the Campion College Sixth Form and understand that disciplinary action may take place if I do not meet these requirements as laid out above. If I do not fulfil the expectations indicated, I understand that one or more of the following sanctions may be applied: a verbal warning, a written warning, being placed ‘on probation’, a letter to parents/guardians, exclusion from the Sixth Form for a specified period (suspension), permanent exclusion from the Sixth Form.

**I declare** that all SBA tasks/assignments for all subjects will be my own work, will not include any materials which have been copied from other sources without acknowledgement, and that I am responsible for ensuring that the work produced is my own and will bear the consequences of committing plagiarism or other malpractice in SBA.

Name of Student (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

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

I, the parent/guardian of the student named above, acknowledge that I have read and understood this agreement and will ensure my child’s/ward’s compliance with its terms. I have also read the Handbook. I agree to ensure my child’s/ward’s adherence to the Rules outlined in the Handbook and relating to the SBA, and I understand and accept my parental/guardianship responsibilities in that regard as outlined in the Handbook including but not limited to the Guidelines for Parents therein.

Name of Parent/Guardian (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

Principal/VP/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parents/Guardians – **please tick the box and sign** if you are in agreement with the following statement.

I give permission for my child, \_\_\_\_\_  
(*please print name of student*), to leave the school compound on completion of his/her classes  
even if this is prior to 3:00 p.m. I understand that the school **cannot** accept responsibility for my  
child's whereabouts and safety once they have left the campus.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Students – **please tick the box below and sign** if you are in agreement with the following statement.

I give permission for the school to release my results/other pertinent information to prospective  
employers/colleges.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please print TWO copies of this contract and bring the signed documents to orientation. You will keep  
one copy; the other will be filed at school.*