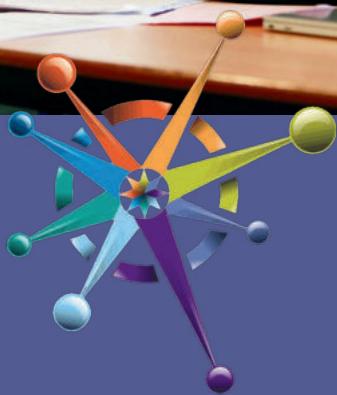




Lipson  
Co-operative Academy



Lipson

Co-operative Academy

# Sixth Form Families Handbook September 2024



Lipson Co-operative Academy  
Bernice Terrace  
Plymouth  
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[facebook.com/LipsonCooperativeAcademy](https://facebook.com/LipsonCooperativeAcademy)



[twitter.com/LipsonAcademy](https://twitter.com/LipsonAcademy)



[tinyurl.com/yzxp579](https://tinyurl.com/yzxp579)

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# INDEX

Who's Who in Sixth Form?.....	4
Message from Mr Mee, Head of Sixth Form .....	5
Expectations.....	6-7
Attendance .....	8
Sixth Form Attendance: the Process .....	9
Bursaries .....	10
Time line of Events.....	11
Rewards and Events .....	12
Vocational .....	13
Super Curriculum.....	14
Careers Education and Guidance in Sixth Form.....	15
Employment Opportunities .....	16
Safeguarding, Medical, SEN.....	17
Sixth Form Agreement.....	18-19



# Who's Who in Sixth Form?



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## Sixth Form Tutors



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## Sixth Form Tutors

## Sixth Form Tutors

WELCOME to Lipson Sixth Form.

This handbook aims to provide you with a detailed overview of what to expect during your child's time in Sixth Form, helping you navigate through this exciting stage of their educational journey.

At Lipson Sixth Form, we believe in fostering an environment that nurtures academic excellence, personal growth, and the development of essential life skills. Our dedicated and experienced staff members are committed to empowering students to pursue their passions, reach their full potential, and prepare for life beyond school.

Throughout this handbook, you will find some key information to help support your child's journey with us. We firmly believe in the importance of a well-rounded education and understand the importance of supporting students in getting the best possible grades, whilst also recognising the need to develop individuals ready for the world which is why we embrace both academic and personal development.

Alongside academic studies, we encourage students to engage in a range of extracurricular activities, including sports, clubs, societies, community service, and leadership opportunities. These activities are designed to enhance leadership, teamwork, and interpersonal skills, fostering personal growth and helping students build lasting connections with their peers.

Our pastoral care system plays a crucial role in supporting students through their Sixth Form journey. We provide a supportive and nurturing environment where students feel comfortable discussing their concerns, as well as promoting mental health and wellbeing initiatives. Encouraging an open dialogue between staff, students, and parents/carers is essential to ensure a holistic approach to each student's wellbeing and I welcome conversations at any time.

Furthermore, this handbook will provide you with essential information regarding our high standards of behavior, dress code, attendance policies, and assessment and examination timelines to help support your child during arguably the most difficult two years of their school career. We believe that promoting discipline, responsibility, and accountability is vital in preparing students for their future professional and personal endeavors.

We look forward to a successful, inspiring, and enriching Sixth Form journey for your child, and we are here to support both you and them every step of the way.

Mr Mee



## Mr Mee

Head of Sixth Form

kevin.mee@lipson.plymouth.sch.uk



## Expectations in a Nutshell

IN addition to the contract that students sign before they start, I would like to summarise and explain a few areas that may be different to previous years:

### Registration/Tutor Time

It is our expectation that students are in school for 8.35am, just like any other student in the school. However, we do understand that students' overall experience and well-being during their time in Sixth Form is crucial for their personal and academic growth.

Therefore we have designed a hybrid model to allow students flexibility in managing their own time, through our unique tutor programme that focuses on two essential aspects: a Student Wildly Important Goal (WIG) morning and a Reward Morning.

### Reward Morning

Additionally, we understand the importance of recognising good behaviours in creating a positive culture. That is why we have initiated the Reward Morning (Friday, for most students). This morning enables students to start their day with a relaxed and rejuvenated mindset.

Instead of an early start, these mornings allow students to come in at 11am, providing students with extra time for self-care and reflection. These later starts will only be allowed should students have attended all their registrations and lessons and not be behind on any work in their subjects. They will be assessed on a weekly basis. We hope this reward is a positive motivation for students.

Monday	Tuesday	Wednesday	Thursday	Friday
Tutor	Tutor	Tutor	Assembly/Quiz	Reward Morning (iStudy on arrival) 11am

### Working Hours

Although we encourage students to gain wider experiences and earn some money through part-time work, the Sixth Form journey is a tough one and we recommend that students limit hours whilst in full-time education.



## Expectations in a Nutshell

### Enrichment

FOR most students, this will take place on a Wednesday afternoon or after school as part of whole school enrichment. There will be a wide range of activities available for students to help nurture their mental and emotional wellbeing. We believe that, by prioritising students' overall happiness and self-care, they can better navigate the challenges of Sixth Form life.

Some of these activities will finish earlier than the school day and students will be allowed to leave early. However, they should not make weekly plans such as part time work or driving lessons during this free time as these afternoons will also be used for compulsory requirements throughout the year.

### Independent Study

In addition to timetabled lessons, students will have an additional five hours a week on their timetable in iStudy. This is compulsory for all students and is a registered lesson in supporting students learning beyond the classroom. This is also a dedicated space for students to study after 3.05pm, and iStudy is open until 5pm every day, should they prefer to stay in school and study.

### Dress Code

A benefit of being a Sixth Form student is the opportunity to wear their own clothes. The only requirement we ask is that students are dressed appropriately for a learning and work environment. We follow the 3C policy where we ask students to wear clothing that is Clean, Covered and Comfortable.

### Mobile Phones/Headphones

Whilst mobile phones are an integral part of life now and can be used as an excellent educational tool, we still ask students to abide by the whole school rules of not using them in the corridors. Should they be seen using their phones in the corridors, students will still be asked to take them to Student Services for the day. Students can still use phones and headphones in all of their social areas.

### Signing In and Signing Out

When students leave the school site during the school day, they will need to sign out. This is a Safeguarding and Health and Safety requirement and is taken seriously. Should a student not sign out, a truancy call might be sent out and students will lose their reward morning.



# Attendance

LIPSON Co-operative Academy is committed to providing an outstanding educational experience for all students.

We believe that if students are to benefit from education, outstanding attendance is crucial. Poor attendance undermines progress and attainment and can lead to social disadvantage.

As an Academy, we do all we can to ensure maximum attendance for all students.

Any problems that prevent full attendance will be identified and addressed as speedily as possible.

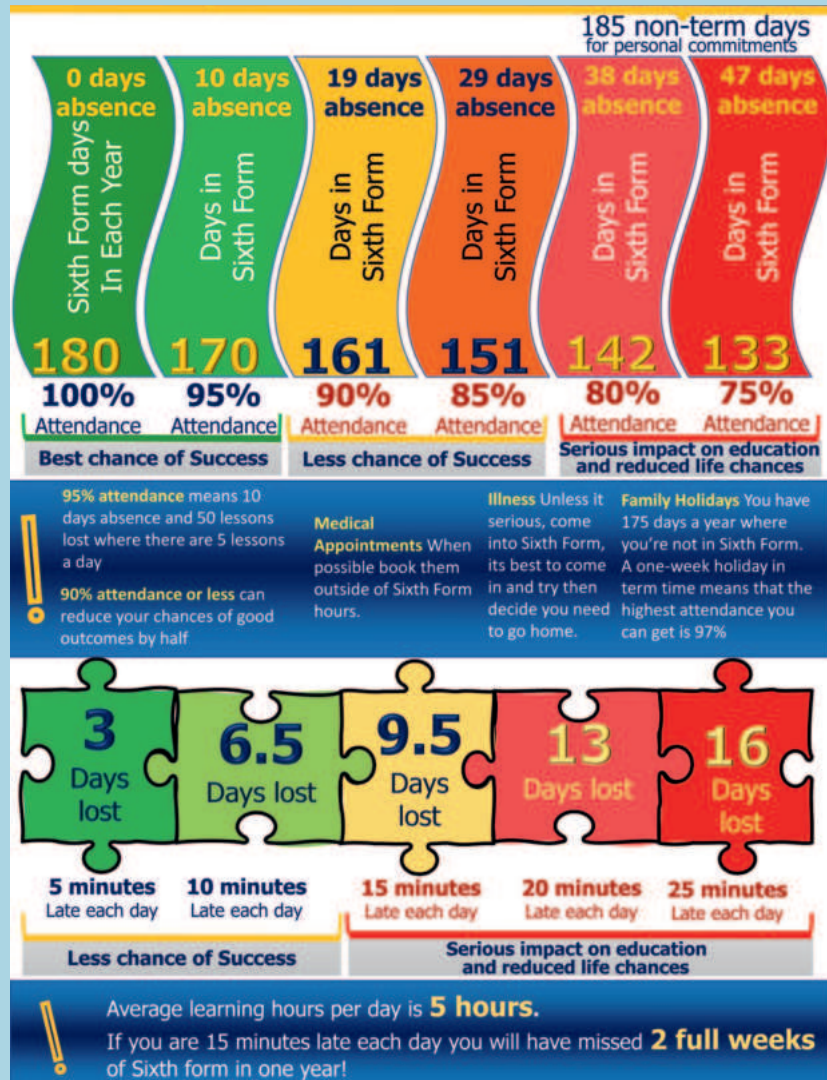
For further information about the attendance policy in more detail, please go to [www.lipsonco-operativeacademy.coop/Policies-and-Reference/](http://www.lipsonco-operativeacademy.coop/Policies-and-Reference/)

## Authorised Absence

Only schools can authorise a student's absence, following guidelines set out by the Local Authority. These include university visits, work experience and religious observances.

## Unauthorised Absence

This is when a pupil is absent from school without the authority of the school - it is also called truancy. This will also affect your bursary.



None of the following reasons is an acceptable excuse for not going to school:

- Holiday in term time
- Oversleeping
- Time off for a minor ailment
- Taking a "long" weekend
- Looking after a brother or sister
- Taking the rest of the day off before or after a medical appointment
- Working
- Driving theory tests/driving lessons

## Methods of Reporting Absences

In case of absence, parents/carers should contact the school by one of the following methods:

By phone to the Academy  
01752 671318  
or  
Email Student Services  
[sixthform@lipson.plymouth.sch.uk](mailto:sixthform@lipson.plymouth.sch.uk)

After two days of absence, you will be required to meet with a member of the Sixth Form team



## Lipson Sixth Form Attendance: the Process



# Bursaries

PLYMOUTH City Council offers bursaries for certain students.

## What is the Bursary For?

The fund provides help to students needing support to help them to stay in full-time education. The Bursary can contribute towards costs such as: books, equipment, field trips, accommodation, meals, transport, clothing and uniform.

## Who Can Get a Bursary?

There are 3 categories

### Category 1 - Guaranteed Bursaries

Young people in care;  
*Care leavers;*

Young people receiving Income Support or Universal Credit in their own name;

*Disabled young people receiving both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments) in their own name*

### Category 2

Students claiming Free School meals

### Category 3

Students living in Households with income below £24,000

## How to Apply

Please collect the correct category form from the Sixth Form office and complete it with the required information attached.

You also need to make sure you have a bank account in your own name, for the bursary to be paid into.

Bursaries are paid directly into your (the student's) bank account over the school year depending on continued attendance and behaviour.

If you do not attend or your behaviour is poor, you may not receive all or some of that month's bursary.

The amount of bursary you will receive will be determined by your attendance level

Attendance level of 98% or over	100% Bursary Payment
Attendance level of 90-94%	75% Bursary Payment
Attendance level of 85-89%	50% Bursary Payment
Attendance level below 85%	NO Bursary Payment

# Timeline of Events

	Year 12	Year 13
<b>September</b>	<ul style="list-style-type: none"> <li>- Course Confirmation</li> <li>- Launch of Enrichment Program</li> <li>- Launch of Tutor Program</li> <li>- Launch of Rewards Program</li> <li>- Launch of Super Curriculum</li> <li>- Student Leadership Team applications</li> <li>- Suitability Tests</li> </ul>	<ul style="list-style-type: none"> <li>- Support Sessions for early UCAS entries (Medicine, Dentistry, Veterinary, Oxford and Cambridge)</li> <li>- Early entry UCAS deadline</li> <li>- Advice and Guidance for Apprenticeships and non higher education applications</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>- Launch of Work Experience</li> <li>- Enrichment Trip</li> <li>- Study Skills day at Exeter University</li> </ul>	<ul style="list-style-type: none"> <li>- Support sessions for all other UCAS applications.</li> <li>- October Deadline for all UCAS applications.</li> <li>- Individual practice interviews arranged.</li> <li>- Enrichment Trip</li> <li>- Study Skills day At Lipson</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>- Drive Fit event</li> <li>- Sixth Form Parents' evening</li> </ul>	<ul style="list-style-type: none"> <li>- University Admissions Interviews begin</li> <li>- Mock Exams Round 1</li> <li>- Sixth Form Parents' Evening</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>- Quiz Evening</li> <li>- Plymouth University Taster Sessions</li> </ul>	<ul style="list-style-type: none"> <li>- Mock exams Round 1</li> <li>- Quiz Evening</li> </ul>
<b>January</b>		<ul style="list-style-type: none"> <li>- Final UCAS Deadline</li> </ul>
<b>February</b>		<ul style="list-style-type: none"> <li>- Student Finance IAG.</li> <li>- Budgeting</li> <li>- Extended Project Submission Deadline</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>- UCAS Convention @ Exeter</li> </ul>	<ul style="list-style-type: none"> <li>- Mock Exams Round 2</li> <li>- Mock results Published</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>- Enrichment Trip</li> </ul>	<ul style="list-style-type: none"> <li>- BTEC/CTEC Coursework Deadline</li> </ul>
<b>May</b>		<ul style="list-style-type: none"> <li>- Final Exams</li> <li>- Deadline for Firm/Insurance University Choices</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>- Mock Exams</li> <li>- UCAS Preparation Program starts.</li> </ul>	<ul style="list-style-type: none"> <li>- Final Exams</li> <li>- Leavers BBQ</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>- Work Experience Week</li> <li>- Enrichment Trip</li> <li>- Old School Sports Day</li> </ul>	<ul style="list-style-type: none"> <li>- End of Year Celebration Meal</li> </ul>
<b>August</b>		<ul style="list-style-type: none"> <li>- Results Day</li> </ul>



## Rewards and Events

WE are proud of the positive learning and teaching environment that we create throughout Sixth Form, and we recognise the importance of awards as an incentive for students to achieve their best.

Staff and students are encouraged to celebrate success at every opportunity and a range of rewards exist for this purpose:

Student of the tutor group each week

Random acts of kindness nominated by peers

Reward cards

Achievement Points

Verbal Praise

Publication on the school social media

Enrichment trips

Phone call home

Subject Leader Award

Pizza afternoon  
Donut breaks  
Ice lolly

Celebration Breakfast



# Vocational

## Expectations

VOCATIONAL students are expected to:

Have a minimum attendance of 98% and for parents or guardians to notify the school of any absences

To be punctual to their training provider, work placement and school and attend tutor period

To keep up to date with work at both college and school

To adhere to the dress code of their training provider or work placement and to follow the school Sixth Form dress code of clean, covered and comfortable whilst at school

To wear their Sixth Form photo cards and lanyards at all times whilst at school

To check school emails regularly for important announcements

## Transport

Students who attend Discovery College are able to take the school minibus. This leaves promptly every day from the Pavilion at 8.40am and picks up at the end of the day from college to return back to school.

## Typical Timetable

Vocational students' time tables are split between their training provider, school and their work placement. They are typically split into three days at their training provider, one day in school and one day at their work placement. However, this may vary depending on their course.

## Re-sits and Days in School

During students' timetabled days at school, they will either be attending Maths/English GCSE re-sit exams or, if they have passed Maths/English exams, they will attend personal development sessions. During this time, normal school expectations apply, including full attendance, punctuality, joining and using Google Classroom and completing any work that has been set by their teacher. Students are also expected to attend tutor period on this day.

## Work Placement

An important part of the vocational pathway is work placements. It is students' responsibility to find their own placement and, in order to do this, they will be given a UNIFROG login. In the past, many students have successfully found a placement by independently contacting employers or asking family and friends. Once they have found a placement, it is important that they fill in the official paperwork on UNIFROG.

If you are absent from college, the time will be made up at Lipson by spending a day catching up with any work missed.



# Super Curriculum

TV and films are already part of our every day lives but our suggestions provide a range of topics and subjects that will offer depth of understanding and different perspectives.

Aside from documentaries, movies, TV shows and drama series can provide useful input. Another great way of gaining easy access to a breadth of information and expert opinion is podcasts which can be seamlessly blended into your life when walking the dog or taking exercise.



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## How 3D printing is enabling the '4th Industrial Revolution'

3D printing is not just a cool technology for rapid prototyping, modelling and specialist one-off products. It is a fundamental building block of the '4th industrial revolution' that has



## Amoeba Sisters

Two sisters on a mission to demystify science with humor and relevance by creating free video.

STEM Biology Chemistry Physics



## Tate Talks

Tate Talks brings you long-form discussions about art with the world's leading artists and speakers.

Creative Arts Art

**THIS year, all students will have an account for a super curriculum provider called [mysupercurricular.co.uk](http://mysupercurricular.co.uk). It is a web platform that contains a wealth of quality academic resources and recommendations to allow students to extend their knowledge and nurture their intellectual curiosity. You will create your own account and will meet with the Sixth Form team termly to discuss what you have accessed and how it has helped you and your studies.**

**You will have access to thousands of book recommendations, online courses, publications, links to useful websites, podcasts, videos, work experiences, competitions, university events and more, all in one place. Through My Super Curricular, your eyes will be opened to other opportunities and activities and show you the enjoyment of discovering more about the subjects that you love. It will be accessible 24/7, allowing you to access it from home.**

**Universities, apprenticeships and employers now see super curriculum as a compulsory element of the application process. Those actively extending their knowledge stand out amongst other applicants, showing maturity and dedication.**





## Careers Education and Guidance in the Sixth Form

CAREERS Education and Guidance in the Sixth Form is led by Mrs Lincoln, who continues the work that has already been done within Years 7-11, but in a more specialised and individual way. The purpose of our careers programme is to make sure that students leave us in Years 12 or 13 as prepared as possible for the next step on their journey, whether that is to higher education; higher and degree apprenticeships; gap years; or employment. We aim to raise aspirations and promote social mobility, ensuring that all students have access to the best opportunities.

Some of our careers education programmes will be delivered via assemblies, tutor time and specific one-off trips to employers, universities and careers fairs. However, the majority of careers guidance is very individualised as we recognise that students have very different career aspirations and therefore there is no one size fits all.

Mrs Lincoln is able to give 1-1 advice on Sixth Form course choices, university degrees and higher and degree apprenticeships. For more specialised support or if you do not know what you might like to do, you will be referred to Helen from CSW for an hour-long 1-1 meeting (as you were in Year 11).

Please speak to or email Mrs Lincoln in the first instance.

### Useful Websites

[www.unifrog.org](http://www.unifrog.org)

You have access to this via your school email account as the username from where you can reset your passwords. This platform will allow you to search for university, degrees and subjects with their entry requirements, as well as apprenticeships at all levels. Unifrog also has a CV and personal statement writing tool and Mrs Marshall is able to give feedback on both these.

[www.ucas.com](http://www.ucas.com)

This is the definitive website for all university institutions and courses and you will eventually use this website to apply for university, should that be your career aim. It also gives important and relevant information on degree apprenticeships.

[www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)

This is the national database for all apprenticeship advertisements in England. Create an account and set up alerts for apprenticeships you are interested in so you know when to apply.

[www.skillslaunchpadplym.co.uk/youthhub](http://www.skillslaunchpadplym.co.uk/youthhub)

Support for all young people in Plymouth on returning to education including City College etc.; finding a job or an apprenticeship; starting your own business; or simply finding out where you want to start.

A longer list of useful websites can be found at  
[www.lipsonco-operativeacademy.coop/Careers-Students/](http://www.lipsonco-operativeacademy.coop/Careers-Students/)

## Employment Opportunities

THERE are two opportunities for paid employment within the school day.

### LRC iStudy Tutor

**Position:** iStudy Tutor Years 7-11

**Hours:** Variable

**Pay:** National Minimum Wage

We are looking for two enthusiastic sixth formers (Year 12) to work as tutors at iStudy, our homework club based in the Learning Resource Centre.

If you enjoy working with younger students, have the ability to support, guide and help others to raise attainment through revision, study and homework, we are interested in you!

You will need to be available to work after the school day Monday-Thursday from 3.05pm-4pm, with the possibility of break and lunch time cover throughout the week when required.

For any further information, including a full Job Description and application form, please see Mrs Lincoln.



### Canteen Helper

**Position:** Canteen Helper

**Hours:** Variable

**Pay:** National Minimum Wage

We are looking for two enthusiastic sixth formers (Year 12) to work as Canteen Helpers in the Lower School Dining Hall and the Snack Hut.

You will need to be available to work during break and lunch times Monday-Friday on a rota with the other Canteen Helpers.

For any further information, including a full Job Description and application form, please see Mrs Lincoln.

If you want to earn some money, and still have your weekends free, these are perfect opportunities for you. It will provide you with long term work experience and transferable skills which can help boost your studies and application forms.

# Safeguarding



**Ms Bond**

Safeguarding, Attendance and Inclusion Key Worker

Ms Bond and Miss Moutell head our safeguarding team. Their job is to ensure that you are all safe and well. The team is always on hand to help and support you if you are feeling worried or anxious about something, or if you are concerned about a friend.

You can find the Lipson Safeguarding Team in room no. 1. You will sometimes see the team walking around the school talking to students and staff who need help and support. It is important that all students know that they are never in trouble if they come to speak to the safeguarding team and they will always do their very best to try to help you.



**Miss Moutell**

Safeguarding & Welfare Key Officer

All Health Care plans are regularly reviewed in close liaison with parents and carers to offer reassurance and to ensure we are fully updated with all health-related information about the child, along with any changes to medication.

We work closely with our school nursing team who offer monthly drop-in clinics and we hold a regular diabetes drop-in clinic with the children's diabetes community team and with the community CF (Cystic Fibrosis) nursing team.

In addition to this we refer and host triangular consultation meetings with the CAMHS team and are willing to attend or contribute information for any health appointment/meetings for those students in need.

# Medical



**Mrs Murdoch**

Medical Liaison & Vulnerable Support Worker

# SEND: Mission Statement

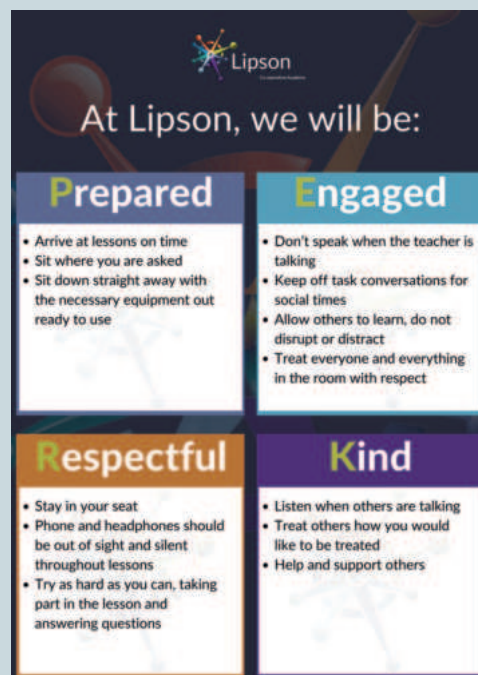


**Mrs Green**

SENDCo

At Lipson Co-operative Academy, we aim to ensure that students with special educational needs are given every opportunity to experience success, achievement and fulfilment in their work. We aim to provide educational, emotional and technical support in a positive learning environment and ultimately provide an inclusive education for students.

Every teacher is responsible and accountable for all students in their class; every teacher is a teacher of Special Education Needs (SEN), providing all children with realistic learning goals in a broad-based, appropriate curriculum with suitably scaffolded work, as well as stretch and challenge in the classroom.





# Sixth Form Agreement

WE are delighted to welcome both existing Lipson Co-operative Academy students and new students to the Sixth Form.

We hope that you find the next two years to be exciting, challenging and positive. We would strongly encourage you to embrace every opportunity available and become involved in the life of the school by engaging in the co-curricular programme.

It is our aim to help you fulfil your potential and, to support this, we have set out our expectations in this agreement, which will need to be signed by you and your parents/guardians and returned in September.

An important aim of students in the Sixth Form is to achieve good results in examinations; to gain entry to Higher Education, Apprenticeships or Work; and to leave Lipson Co-operative Academy as well-rounded individuals, prepared for life beyond school. If the school is to be successful in helping you achieve your potential, then it is important that you fulfil certain obligations.

1 The school aims to provide a safe environment free from racism, sexual and religious intolerance and bullying in order to create an atmosphere that is ideal for learning and contentment. We are committed to equal opportunities with regards to respect, development, achieving potential and exercising choice.

2 Students must adhere to the ICT Acceptable Use Policy at all times and on all devices connected to the school services.

3 Sixth form students must wear their lanyard and ID badge around school. (Please see below for details) This is a safeguarding requirement of the building.

4 Year 12 and 13 students must 'sign in' and 'sign out' by the scanner in the Sixth Form Common Room. This must be done every time a student enters or leaves the building to adhere with fire regulations.

5 Students must maintain a high level of attendance which does not fall below 96%. Students and parents will be sent a letter to inform them if this happens and all students should take measures to improve their attendance.

If this does not improve., then we may reconsider their place at Lipson Co-operative Academy Sixth Form. Missing lessons without permission will be deemed as truancy. Student Services will contact home.



## Sixth Form Agreement

6 If students are ill and cannot come into school, parents/guardians should contact student services to inform them of the absence before 8.30am.

7 Students should ensure that any part-time work, or alternative commitments such as driving lessons, do not interfere with their academic studies and under no circumstances be undertaken during the school day (8.40am-3.10pm).

8 Year 12 and 13 students are role models and ambassadors for the school. Therefore, students should look smart, demonstrate maturity and excellence in their attendance, punctuality, motivation and attitude. This also applies to the whole school policy of mobile phones and headphones within corridors and lessons.

9 No cigarettes, e-cigarettes (vapes), matches, illegal substances or dangerous weapons are allowed in school.

10 Sixth Form students are expected to become involved in the life of the school by engaging in the co-curricular programme, to take advantage of leadership opportunities and volunteering within the school.

11 The Sixth Form area must be kept tidy and used with respect. If the room is not treated well, students will be asked to leave. Any damage to any room/furniture will be invoiced to the student.

12 All students are expected to work beyond timetabled lessons which will enable them to develop a wider understanding of the subjects being studied. The recommended minimum is three additional hours per subject per week. Students should use their non-contact time effectively. Their 'non-contact lessons' should be used to complete homework and additional study.

13 When a student leaves Lipson Co-operative Academy they must return all equipment that is owned by the school and pay any debts that are outstanding.

14 Students who fail to attend external exams without prior communication will be charged examination fees.

Year 12 and 13 students need to meet the conditions of this contract and each student will be given a fair opportunity to change their behaviour to meet these conditions. However, if they continue not to meet one or more of the conditions in this contract, Lipson Co-operative Academy reserves the right to ask a student to leave the sixth form. Parents/Guardians will be kept informed of any issues that arise.







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