

## **Learner Agreement**

### **Wigan UTC undertaking**

The UTC undertakes to:

- Value each individual for their unique strengths;
- To provide a stimulating and supportive environment where individual needs and abilities are recognised and all are encouraged to develop to their full potential;
- Maintain a safe and ordered environment so that learning can take place;
- Let parents know about any problems with attendance, punctuality or equipment;
- Use the electronic reporting system and UTC intranet to monitor students' work and to communicate with home;
- Communicate student achievement through regular assessments and reports;
- Set, mark and monitor independent study and provide facilities at the UTC for independent study;
- Ensure fair treatment for all students by enforcing the behaviour and exclusions policy;
- Inform parents about opportunities to discuss students' progress;
- Respond promptly to requests for information and assistance;
- Carefully follow the complaints procedure policy to ensure that all concerns or complaints are promptly and effectively handled;
- To achieve these aims there is a need for an effective partnership between the student, their parents/carers and the UTC;

### **Expectations**

The expectations that the UTC and parents may reasonably hold are as follows.

#### **The UTC:**

- To expect students and parents cooperation in maintaining an orderly climate for learning;
- To expect students to respect the rights of other students and adults in the UTC;
- Not to tolerate violence threatening behaviour or abuse by students and parents. If a parent does not conduct himself/herself properly, they may be banned from UTC premises and, if the parent continues to cause nuisance or disturbance, they may be liable to prosecution;
- To take firm action against students who harass or denigrate UTC staff, on or off premises; engaging external support, including the police, as appropriate.

#### **Parents:**

- To be kept informed about their child's progress, including issues relating to behaviour;
- To expect their child to be safe, secure and respected in the UTC;
- To have any complaint they make about a child being bullied taken seriously by the UTC and investigated;
- To appeal to the Principal and the Governing Body and beyond to the Trust, if they believe the UTC has exercised its disciplinary authority unreasonably.

### **Responsibilities Students:**

- To follow reasonable instructions by UTC staff, obey rules and accept sanctions in an appropriate way;
- To act as positive ambassador for the UTC when not on UTC premises;
- Not to bring inappropriate or unlawful items into the UTC;
- To show respect to staff, fellow students, UTC property and the UTC environment;
- Never to denigrate, harm or bully students or staff;
- To have a 100% attendance record at lessons unless prevented from doing so by ill health, injury or other reason agreed by the school in advance;
- To have a 100% attendance at registration unless for reasons cited above;
- To arrange medical and dental appointments and driving lessons outside of UTC time;
- To involve themselves in the life of the UTC, accept responsibility and the opportunities to develop leadership skills.

### **The UTC:**

- To enforce the Behaviour and Exclusions Policy including rules and disciplinary measures;
- To establish and communicate clearly measures to ensure good behaviour, order, respect and discipline;
- To support, praise and as appropriate reward students' good behaviour;
- To apply sanctions fairly, consistently, proportionately and reasonably;
- To take all reasonable measures to protect the safety and wellbeing of staff and students including preventing all forms of bullying and dealing effectively with reports and complaints;
  
- To provide a high standard of teaching and learning experiences for all students;
- To provide good quality pastoral support for all students;
- To work closely with parents through information evenings, parent/carer evenings and interviews by appointment.

**Parents:**

- To respect the Behaviour Policy and the disciplinary authority of staff;
- To help ensure that their child follows reasonable instructions by all staff and adhere to UTC rules;
- To send their child to the UTC each day punctually, suitably clothed, fed, rested and equipped to learn;
- To ensure UTC staff are aware of any special educational needs-related or other personal factors which may result in their child displaying behaviours outside the normal range;
- To be prepared to work with the UTC to support to support their child's positive behaviour;
- To attend meetings with the Principal or other staff, if requested, to discuss their child's behaviour;
- To adhere the terms of any parenting contract or order relating to their child's behaviour;
- If their child is excluded from the UTC, the child should not be found in a public place during college hours. Parents should attend a reintegration interview with the UTC at the end of a fixed period exclusion;
- To work in partnership with the UTC in ensuring that the student achieves their potential;
- To avoid taking students out of the UTC during term.
- To telephone the UTC on the morning of absence through illness.
- To provide a note explaining absence.

## The Referral System

In most situations, failure to meet the terms of the agreement will result in:

- Initial discussion with a member of staff to resolve the problem. In the majority of cases this will be sufficient.
- If the problem is not resolved within a determined time limit, there will be formal interviews with a member of the SLT at which parents/carers will be included.

It is understood that the failure to keep this agreement may result in the student being withdrawn from examinations for which the UTC should be reimbursed. The student may also be asked to leave the UTC before the completion of the course.

If the student is absent for 10 working days without any correspondence or reason for absence from parent/carer. The student will be removed from role.

## Declaration

I understand and accept the contents of the Learner Agreement.

Signature of student	Date
Please print name	

Signature of Parent/Carer	Date
Please print name	