

Name: _____

Form: _____

The Sixth Form bursary you receive is to support you in your learning and to help you be able to participate fully in your education. The funds you get must be used directly for this e.g. books, equipment, uniform, field trips, the cost of attending university interviews and open days.

You will receive your payments termly and, after your initial application, will need to meet with your Head of Year at the start of each term to discuss what you need to spend the money on, although you do not need to spend it all at once. You will need to compile a provisional list of items and their costings so that these goods can be ordered and payment can be processed. If you buy items yourself, receipts will need to be kept and given to your Head of Year as evidence to enable funds to be reimbursed into your bank account.

Receipt of the Sixth Form bursary is dependent upon you upholding the key standards and values of the Sixth Form at Royal Alexandra and Albert School. Payment of the bursary can be withheld if you fail to meet these agreed standards. Such expectations are part of the Sixth Form contract you sign when you start in Year 12 and are laid out below:

Expectations of Sixth Form students

- As a member of a **subject group** I will: take an active and positive role in my learning; engage fully in lessons; work hard to achieve at least my Target Grades; work hard to demonstrate to teachers that I am capable of obtaining grades beyond my target grades; attend and be punctual for all my lessons; meet all deadlines.
- As a member of a **tutor group** I will: attend and be punctual for all tutorials, form-related activities and Sixth Form assembly; work productively in Sunley or my boarding house during any study periods; ensure that my parents contact the school if I am absent; embrace the ethos of the school and fully participate in the life of the sixth form and the wider school community; participate in activities, in and out of school, that will contribute towards supporting my post-16 choices, such as my UCAS personal statement.
- As a member of **RAAS Sixth Form** I will: abide by the Dress Code and Code of Conduct as laid out in the Sixth Form Handbook; respect the school environment; set an example to the rest of the school through behaviour, attitude and appearance; be mature and respectful of staff at all times; aim for 100% attendance; take responsibility for my actions; provide teachers with due cause to write positive statements on any reference that will support my post-16 study choices, such as my UCAS reference.

At the end of each term a review will take place of your attendance, punctuality and behaviour to ensure that you are maintaining the agreed standards.

Please sign below to show that you have read through and understood the standards that you have to meet to ensure receipt of the bursary:

Signed: _____

Date: _____