

A ROUGH GUIDE TO THE SIXTH FORM



YEAR 12/13 A NEW STUDENT/TEACHER/PARENT GUIDE TO THE SIXTH FORM





Uniform

- This remains as 'smart office' wear.
- **Gentlemen**— shirt, tie/roll neck and trousers are essential.
- No polo shirts are allowed
- **Ladies** – trousers/skirt. No leggings.
- Please check full list in tutor rooms and on the school website.
- If at all unsure, you should ask before buying potentially unsuitable items. The guiding principle would be to ask if your clothing would be appropriate/acceptable in a professional office.

Teachers

- They know their subjects! They will help you- **USE THEM!**
- Ask for advice & get your work in ON TIME.
- Build positive relationships with your teachers.

Missing deadlines causes them extra work and will get you on the CONCERNS PROCEDURE and ultimately the SANCTIONS PROCEDURE.

Homework

- To be successful & meet deadlines you must be doing work at home and using the Sixth Form Centre resources after school.
- 2 ½ hours per subject per week is the minimum requirement – use your private study wisely.
- Your termly attitude grades will reflect how successful you are & whether you're doing enough. The exact time you will need to spend will depend on the subjects you are doing. **YOU SHOULD NOT MISS ANY DEADLINES.**



Attitudinal and Attainment Grades

- These are provided three times a year and help show how you are doing.
- DISCUSS with your TEACHERS anything you are not sure about.
- Take the grading sheet home for your parents to see.
- You need your parents' support & help, as well as that of your teachers.
- Build on your strengths, but work equally hard on your weaknesses.
- Attitude grades under level 6 are a warning.
- Attitude grades of 7 or above show you are working well.



Concerns Checks

- All staff will consider at regular intervals any concerns re your work/attitude, via Class Charts.
- These will generate contact with home if required.
- These can put you in the official sanctions procedure & ultimately lead to you being asked to leave the 6th form
- Please meet deadlines & avoid this process

On Contract

- Students on extra contracts must complete their Independent Study in the Sixth form block using the computer facilities or the study area.
- These students will be expected to "sign in" each time they have Independent Study.



Signing Out During The School Day

- If you need to leave school during lesson time e.g. for an appointment or a lesson at a partner school, you must follow school procedure to sign in/out. Confirmation from home is required if you need to leave for an appointment
- There are signing in/out books on the first floor in the Sixth Form Centre. You must sign out if you leave the school site and sign back in if you return. If you are leaving for the day then you must sign out and write N/R (not returning).

Afternoon Registration

- This will be done by your subject teacher in period 4 or by you using the signing in/out system in the Sixth Form Centre.
- Your morning & afternoon registration will be your official attendance record used on all references. It needs to be over 95%. Strong attendance is a key factor in being successful. Attendance and punctuality figures are always requested on prospective employers' reference requests.

Attendance is measured like this:

98-100%	= Excellent
95-97%	= Good
90-94%	= A Concern
85-89%	= Poor

Absence

- We need a call from home on the first and third day of any absence. You need to bring in notes to cover any absence.

Holidays

- We do not authorise holidays during term time.

6th Form Captains/ Social/ Committee/ Forum/ Mentor System

- Why not get involved? Help organise the social events e.g. Christmas party, Stayawake and the activities involved at these e.g. Bake Off, Karaoke and 5 a side football.
- Become a Mentor to support younger students in tutor time and your favourite subject.
- Represent and be the Student Voice for the Sixth Form as a Captain/Vice Captain or part of the Forum team.



Independent Study

- You can carry out your independent study in the Sixth Form Centre or any other suitable place (e.g. subject areas & library).
- We wish to encourage your independent learning skills. If your grades drop below 6 then this flexibility can be removed.

Sixth Form Centre Computers

- The centre can be accessed from 7.30am-6pm daily
- The quiet working area should not be used to socialise during Independent Study time.

Laptops

- You can bring in your own laptop.
- This will help you get work done in private study and ensure your access to ICT is immediate.

Sixth Form Café

- You can eat in the Sixth Form Centre Common Room but NOT in the Study Area or around the school. Drinks can be consumed in the study area.
- A range of food and snacks are available between 10am and 2pm. The café runs a cash, debit card and cashless catering system.



Sixth Form Mobile Telephone Policy

- Students may use mobile phones outside the school buildings before and after school as well as at break and lunchtimes.
- Mobile phones should be switched off in lessons, tutor time and assemblies at all times unless students have been given specific permission by their teacher to use them for an educational purpose.
- Mobile phones may not be used inside the school buildings at any time unless students have been given specific permission by a member of staff to use them for an educational purpose.
- Sixth form students may use mobile phones using soundless features in the sixth form common room.
- If Key Stage 5 students have been given permission by their teacher to use their phone as an audio device (i.e. MP3 player), the phone should remain out of sight and the music set to shuffle (students should not be distracted from work by regularly choosing tracks to listen to).

Volunteering

- All Sixth Form students are expected to put something back into the school & local community.
- There is a minimum 10 hour expectation
- All volunteering (in & out of school) will be recorded and is beneficial for your personal development, CV & employment prospects. Please let us know of any volunteering done outside of school

6th Form Fund

- This is set at £10 per student. All the proceeds are used to improve Sixth Form facilities and help pay for trips, such as Licence To Kill.

NUS Card

- The National Union of Students (NUS) offers you access to their discount card (over 200 discounts including ASOS, Pizza Express, Odeon etc)
Read more and apply online @ <https://www.nus.org.uk/en/nus-extra/about-the-card>

Enrichment

- You will have one compulsory session each week during Year 12, which supports a range of skills such as cooking, driver awareness and personal health.

If you have any concerns, please see me or a member of the Sixth Form Team.

Thank you

Miss G Davies

Head of Sixth Form