

Shirley High School Performing Arts College



2017



Sixth Form Handbook A guide for Students and Parents



CONTENTS

About Us	3
Absence Procedures	5
Acceptable Network and Internet Use	7
Assessment Recording and Reporting	9
Behaviour & Code of Conduct	10
Bursary	12
Courses	12
Dress Code	13
Enrichment & PSHEE	15
Examinations & Study Leave	15
Home School Partnership Agreement	16
ID Cards	18
Leaving the Premises	18
Learning Mentor	18
ParentPay	18
Pastoral Care, Counselling, and Safeguarding	19
Photography	19
Prefects	20
Sixth Form Facilities	20
UCAS	20
Work Experience	21
Year 13	21

ABOUT US

WELCOME & INTRODUCTION

On behalf of the Sixth Form Tutors, the Sixth Form Student Council and all our Students, we would like to welcome you to Shirley High School Sixth Form.

We believe that success in the Sixth Form hinges on the level of personal commitment, motivation to do well and excellent levels of attendance and punctuality. We work hard to build on our excellent reputation by making every effort to ensure that each individual student achieves their personal ambitions.

We thrive on a positive working relationship with each other and look forward to working with you. The information contained within this handbook should help us all to realize our shared ambitions. It contains some important procedures and includes the Sixth Form Code of Conduct. Please read it thoroughly and ensure that you are familiar with all of its details.

We wish you every success in your studies and hope that the time you spend with us will be enjoyable and rewarding.

Head of Sixth Form

THE SIXTH FORM TEAM

Form Tutors share pastoral duties and are here for the benefit of each individual student, to offer guidance, advice and support in any way they can. Students are encouraged to take advantage of this support and are encouraged to build strong and positive relationships.

Ms B Doherty	Vice Principal with responsibility for KS5	e-mail: doherty@shirley.croydon.sch.uk
Mrs L Harris	Head of Sixth Form with responsibility for Year 13	e-mail: harris@shirley.croydon.sch.uk
Miss K Wallace	Deputy Head of Sixth Form with responsibility for Year 12	e-mail: wallace@shirley.croydon.sch.uk
Mrs C Kelly	Administrator	e-mail: kelly@shirley.croydon.sch.uk
Mrs A Palmer	Post 16 Learning Mentor	

REGISTRATION

Registration takes place in the Tutor Rooms from: 8.30 a.m. until 8.50 am. All students must register with their Form Tutors. This quality time also provides an opportunity for communicating information to students on a regular basis.

The timetable timings are the same each day:

MORNING REGISTRATION	8.30 AM
PERIOD 1	8.50 AM
PERIOD 2	9.50 AM
MORNING BREAK	10.50 AM
PERIOD 3	11.10 AM
PERIOD 4	12.10 PM
LUNCH	1.10 PM
REGISTRATION	1.55 PM
PERIOD 5	2.00 PM
END OF THE SCHOOL DAY	3.00 PM

ASSEMBLIES:

On a Tuesday, students and Tutors meet for a weekly assembly. All students are expected to attend. It is a time when we come together as a community to reflect, to share information, and often, to celebrate.

ABSENCE PROCEDURES

UNFORESEEN ABSENCE

If a student is unable to attend school for some reason that has not been foreseen and planned for then the following procedures should be followed:

- On the first day of absence, before 10am if possible, parents/carers should inform the school of the student's absence, either by direct telephone contact with the Attendance Officer or by e-mail to 'attend@shirley.croydon.sch.uk'
- When the student returns to school after absence, parents/carers must provide a signed, written reason for the student's absence, either in the student planner or as a separate letter
- Absences that last longer than five working days will need to be supported by medical evidence; this can be a doctor's certificate or appointment card.
- The whole school attendance target is 96%. Students with 90% and below are considered to be persistent absentees and a letter will be sent home by attendance and students will be placed on Form Tutor report
- Should concerns remain the student will be interviewed by the Head of Sixth Form initially and placed on report. Should the issue become a recurring problem it may result in parental interviews, and ultimately a request for the student to leave Shirley High School

If electronic registration indicates a student to be absent and no contact has been received from the parents/carers, a text will be sent to the parents/carers informing them of the student's absence from School and asking for verification of the absence. This text will be repeatedly sent on that day until the parent/carer responds. This process will be repeated for every day the student is absent.

If a student arrives after 8.30 am but before 8.50 am they should go to their tutor room to be registered. Students will be marked as late if they arrive to their form room after 8.30 am. If a student arrives after 8.50 am they should go to the Attendance Office where they will be signed in.

If students are dual registered and are attending registration elsewhere, they must sign in at the attendance office on arrival and at reception on departure, otherwise they will be presumed absent and the above procedure will be followed.

PLANNED ABSENCE

It is sometimes appropriate for students to have permission to be absent to pursue those activities which are in the interests of their academic or personal development. Such activities could include:

- Visits to university open days
- Auditions

- Participation in sporting competitions
- Careers interviews
- Driving tests (but not lessons which must be taken outside of school hours)

In such cases permission must be sought from the Head of Year by completing a student absence form, available from attendance, and supplying supporting evidence of the activity.

It will be necessary for the student to explain the importance or relevance of the activity and to ensure that they have planned to cover any work that will be missed as a consequence of the absence. Failure to keep up to date with work commitments could affect later permission to attend similar activities. Students should not take personal holidays during term time.

ILLNESS

In the event of illness occurring during the school day and the subsequent need to go home, a student must notify the Sixth Form Administrator, who will decide whether he/she is well enough to stay.

MEDICAL AND OTHER APPOINTMENTS

Students should always strive to make medical appointments outside of the school day. This is usually very straightforward. If this has not been possible or it is an emergency the student may be given permission to leave. The following procedures should be adhered to:

- Medical or dental appointments must be supported by the relevant appointment card and shown to attendance
- The Form Tutor must be informed as a matter of courtesy and for information
- The Subject Tutors should be notified, where possible, and work should be collected
- Students should then sign out at the Sixth Form Reception. This is very important, since it gives us a record of who is in/out of school at any particular time. Failure to sign out could cause unnecessary concern for everyone
- In the absence of an appointment card and/or an Absence Explanation Note, permission to leave school will not be given

Students are allowed to leave the site at lunchtime if they do not bring their own food to eat or choose not to purchase food from the canteen using parent-pay.

EMPLOYMENT

We accept that students will want to obtain part-time work; however research has shown that for every hour over ten hours that a student works per week, there is a drop of one grade in the final results.

ACCEPTABLE NETWORK AND INTERNET USE AGREEMENT

Students wishing to use ICT facilities must sign a copy of the User Agreement and Parental Permission form. Copies are available from the Administrator.

Student Guidelines for Internet & Network Use

General

- Students are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. General school rules apply.
- The Internet is provided for students to conduct research and communicate with others. **Parents' permission is required. Remember that access is a privilege, not a right and that access requires responsibility.**
- **Individual users** of the Internet **are responsible for their behaviour** and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed.
- Students **should not** give out personal information (including photos) of themselves or others when on the Internet or in e-mails.
- Computer storage areas, usb pen drives etc will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or other media will always be private.
- All students have the responsibility for the security of their username and password. They **must not** allow other students to access the network/internet using their log-on details. Students must report any evidence or suspicion that anyone knows their password to Mrs Rixson (Head of ICT).
- Students are personally responsible for any actions/ activities carried out on the network under their username.

The following are not permitted:

1. SENDING OR DISPLAYING OFFENSIVE MESSAGES OR PICTURES
2. USING THE NETWORK OR INTERNET TO SEND OFFENSIVE OR HARASSING MATERIALS TO OTHERS
3. DAMAGING COMPUTERS AND COMPUTER PERIPHERALS (PRINTERS, SCANNERS, CAMERAS ETC)
4. ACCESSING UNDESIRABLE MATERIAL SUCH AS OBSCENE, HATEFUL OR PORNOGRAPHIC MATERIAL ETC
5. DOWNLOADING AND/OR RUNNING PROGRAMS THAT HAVE NOT BEEN INSTALLED BY THE SCHOOL IT TECHNICIANS
6. VIOLATING COPYRIGHT LAWS (PASSING OFF CONTENT FOUND ON THE INTERNET AS YOUR OWN)
7. TO LOG ON USING ANOTHER STUDENTS' USER ID/PASSWORD
8. TO USE ANOTHER STUDENTS' ACCESS TO THE INTERNET
9. TO ALLOW ANOTHER STUDENT TO USE YOUR USERNAME AND PASSWORD
10. EXCHANGING PASSWORDS
11. TRESPASSING IN OTHERS' FOLDERS, WORK OR FILES
12. PRINTING DOCUMENTS UNNECESSARILY
13. UNAUTHORISED USE OF THE INTERNET DURING LESSON TIME.
14. DOWNLOADING OF FILES (FROM INTERNET OR A USB PEN DRIVE ETC) THAT ARE NOT RELEVANT TO THE CURRICULUM
15. USING THE SCHOOL COMPUTER RESOURCES TO PRINT AND/OR PUBLISH ANYTHING THAT IS NOT DIRECTLY RELATED TO SCHOOL WORK.
16. PLAYING GAMES OR GAMBLING ON THE INTERNET, INTERNET SHOPPING, VISITING SOCIAL NETWORKING SITES OR SMS MESSAGING VIA WEBSITES.
17. BYPASSING (OR ATTEMPTING TO BYPASS) THE SCHOOL INTERNET FILTERING SYSTEM TO ACCESS WEBSITES

Sanctions

1. Violations of the above rules will result in a temporary ban (of 1 half-term or equivalent) or a permanent ban on Internet use, which may also include network use.
2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
3. When applicable, police or local authorities may be involved.

ASSESSMENT, RECORDING AND REPORTING

From the outset, all students are involved in the assessment process and should make every effort to maintain a high standard of personal achievement. The Sixth Form is committed to providing support structures which enable students and parents to monitor progress and find ways of improving performance.

TARGET SETTING AND TRACKING

At the beginning of Year 12 targets will be discussed with students using prior attainment data.

At three separate points during the academic year student progress will be measured against these targets to ensure that students are on target. These targets are based on the Advanced Level Performance System (ALPS).

A report will be available to parents/carers three times a year, via Sims Learning Gateway. One of these reports will be a full written report and two will be progress reports. There will be an opportunity during the year to attend a Parents' Evening to discuss student progress.

SIMS LEARNING GATEWAY

Parent/Carers will be informed about SLG. This is a live system which will allow Parents/Carers to see what is happening at school.

INTERVENTION

In an effort to support students we run an intervention program that is designed to spot student underachievement early and to resolve the barriers to learning. These interventions take a number of forms, in an ascending scale of importance and seriousness:

- Meeting with Subject teacher to discuss issues and come up with a targeted action plan
- Use of the Sixth Form Learning Mentor to help support learning
- Referral to Head of Year for discussion of issues
- Use of monitoring form to track attendance and work rate
- Formal timetabling of after-school study clinic
- Interview with parents to discuss options
- Issuing of binding student contracts

Ultimately it does sometimes become clear that it is no longer in the student's best interests to continue his studies at Shirley High. Failure to respond to the

interventions listed above will result in a final parental contact to make this decision clear.

BEHAVIOUR & CODE OF CONDUCT

Sixth Formers are expected to follow the school behaviour policy as published on the website, in the policies section.

We do not expect there to be any behaviour problems with Sixth Form students. Our experience tells us that in general Sixth Form students are mature and have a very good understanding of the need to be responsible and courteous at all times. Nevertheless some clear guidelines need to be given for those few cases where students do not behave in a manner that is commensurate with their status.

Younger students see Sixth Form Students as role models. It is essential that we give the right kind of message to the rest of the school, and that we offer the kind of example that the younger students would want to imitate. Conduct consistent with the maturity of a Sixth Former is expected at all times, both on and near the school premises. When we are involved in activities and events elsewhere we are ambassadors for the school and should support its excellent reputation.

Sixth Form students not in lessons should not disturb the learning of others. In the Study Centres, students are expected to work in silence. The Study Centres are supervised by members of staff to ensure that everyone can study quietly if they wish. Students must respect the right of others to work. No eating or drinking should occur in the study room.

If students wish to socialise, use a mobile phone etc. this is only permissible in the Sixth Form Common Room.

If mobile phones are seen or heard anywhere else on the school site, apart from the Common Room, staff have the right to confiscate them. If you do bring a mobile phone into school, LOOK AFTER IT very carefully and keep it safe. It is your responsibility.

Mobile Phones SHOULD NOT be taken into examination venues under any circumstances.

ATTENDANCE AT SCHOOL

We expect 100% attendance from all students. All students must attend school according to their timetables. Research shows that attendance that falls below 95% will have a seriously detrimental impact on learning.

All students whose attendance falls below 95%, or whose absences form a pattern of non attendance will be called to an interview with the Head of Year and a

monitoring system will be put into place. Should the issue become a recurring problem it may result in parental interviews, and ultimately a request for the student to leave Shirley High School.

ATTENDANCE AT LESSONS

Students must attend all lessons. Students may only miss lessons for good reason and with the permission of the subject tutor. Anyone found to be missing lessons will be called to an interview with the Head of Year and a monitoring system will be put into place. Should the issue become a recurring problem it may result in parental interviews, and ultimately a request for the student to leave Shirley High School.

PUNCTUALITY

Students must be on time for registration and lessons. Lateness is discourteous but it also means that students are missing vital information or learning. Three lates will result in a late detention of one hour, from 3.pm, on a Wednesday afternoon. Any student for whom lateness has become frequent will be called to an interview with the Head of Year and a monitoring system will be put into place. Should the issue become a recurring problem it may result in parental interviews, and ultimately a request for the student to leave Shirley High School.

SMOKING

Whilst we acknowledge that students in Sixth Form may smoke, Shirley High School is a smoke free school for students and staff. Any student found smoking on or near the school in such a way as to be visible to other school members will be called to an interview by the Head of Year. Should the issue become a recurring or ingrained problem it may result in parental interviews, and ultimately a request for the student to leave Shirley High School.

LACK OF APPLICATION TO WORK

At regular assessment and reporting points students will discuss their progress and learning with either the Head of Year or the Vice Principal with responsibility for KS5. This is an opportunity for the student to voice any concerns he/she may have about school issues that may be impeding his/her learning. However it is also the point at which a student's lack of effort will be tackled. If such a lack of effort becomes a serious barrier to learning then it is clearly not in anyone's best interests for the student to remain at Shirley High School.

Any student who is showing a consistent lack of effort, poor attitude, or behaviour will be called to an interview with the Head of Year and a monitoring system will be put into place. Should the issue become a recurring problem it may result in parental interviews, and ultimately a request for the student to leave Shirley High School.

USE OF ICT AND COMPUTER

Please make sure that you have completed a copy of the Computer Use Agreement form as outlined previously. Please note if any of the rules are broken it will result in a loss of access and further serious consequences.

DAMAGE TO SIXTH FORM FACILITIES

Any damage to Sixth Form property, whether done wilfully or merely as a consequence of other silly behaviour will be charged to the student who will then be expected to clean, repair or replace the damaged property.

BURSARY

This is a fund which has been put in place to ensure that no student is prevented from attending a school or sixth form college because they are unable to pay for essential items. The Bursary is means tested and applicants will need to meet the requirements of the application procedure. Students whose parents/carers are in receipt of universal credit, income support, housing/council tax credit or child tax credits. Students in receipt of free school meals automatically receive the bursary. Any parent/carer can apply for a discretionary award by letter if there is a case of genuine hardship.

COMMON ROOMS

Sixth Form students have access to the common room areas during morning breaks and at lunchtime. There are kettles, a microwave, fridge and a toaster. Students are responsible for clearing up and washing up.

COURSES

A Levels

The old 'legacy' A level courses still on offer at Shirley High will continue as before. Students on these courses will take an AS exam in June 2017 and marks awarded will contribute to the overall A level grade achieved in 2018. Most of the new A levels will also give students the opportunity to take the 'stand-alone' AS award in June 2017, although marks from these do not contribute to the A level grade the student may obtain in 2018. Some subjects such as Physical Education and History

are only offered as a two year A level award. All AS and A level students will have Pre Public Examinations in January 2016 and termly 1:1 meetings with the Vice Principal for Key Stage 5 to monitor their progress.

The AS pass grades are A-E, excepting EPQ which has an A* grade available. The A level grades are A*-E.

BTEC Extended Diploma

This is a vocational qualification which is assessed by coursework practical activities. It is equivalent to three A Levels. The grades available are Pass, Merit, Distinction and Distinction*. A student has to pass all the pass tasks to pass the course. Unless this is achieved, the whole course is failed. It is very important that students on BTEC courses have excellent attendance and meet all deadlines set or they will not complete the course in the time available.

COURSE CHANGING

Students should aim to make informed choices at the beginning of their Sixth Form career. Because of the intensity and volume of work at this level, it is not advisable that students should change courses mid-stream. It is recommended that students stay with their original choices.

However, there are occasions when it may be appropriate for a student to transfer from one course to another, in which case the following procedure should be observed:

- Discussion must take place between the student and the Vice Principal in charge of KS5
- Further discussion must take place with his/her Form Tutor and Head of Sixth Form and parents
- A decision will then be taken involving all parties.

Please note that any course changes that occur after the first half-term will have serious implications for the school and will therefore only be allowed in exceptional circumstances.

DRESS CODE

WHAT TO WEAR

All Sixth Form students take a pride in their school and themselves, and should therefore look smart and presentable at all times. As a general guide you **should dress as though you were going to work in a formal environment.**

This means:

Boys choose from:

- Formal suit, Jacket and trousers
- Conventional, collared shirt – must be tucked in
- Students should wear ties
- Shoes – conventional, work orientated and comfortable (appropriate for a business environment)

Girls choose from:

- Formal suit, jacket and trousers/dress or skirt
- Trousers should be full length, skirts/dresses must not be more than two inches above the knee
- Conventional blouse – short or long sleeved
- Shoes – conventional, work orientated and comfortable (appropriate for a business environment)

We wish to encourage students to focus on their learning and so we would expect boys to be clean shaven or have a tidy beard, girls to exercise discretion when applying make-up & nail varnish and all jewelry worn by sixth formers to be understated.

This code is in place so that you feel you are coming to the Sixth Form to work, and because you are setting an example to the rest of the school, which is formally dressed. You may need to bring in an appropriate change of clothes for certain subjects, e.g. Performing Arts, Sport, Art.

**ID badges are to be worn AT ALL TIMES. Lanyards will be provided.
A £5 charge will be incurred for loss.**

WHAT NOT TO WEAR

The following are NOT allowed:

- 'Hoodies' of any description, T-shirts or polo shirts, strappy tops or vests, exposing bare midriff, cleavage or chest
- Extremes of style, for example, mini skirts (more than two inches above the knee)
- Cargo pants, army fatigues, shorts or cut-offs
- Logos or slogans
- Denim, sportswear / leisurewear, including velour and cotton jersey e.g. cotton jersey skirts/trousers
- Extreme hair colouring or hairstyles, headgear (except for parentally confirmed religious or medical reasons)
- Visible facial or body piercings (except earrings) or tattoos
- Coats and hats are not to be worn inside the school buildings

- Inappropriate footwear such as Doc Marten boots, canvas shoes, trainers etc.

*If you attend school dressed in what is **judged** to be an inappropriate manner, you will be referred to a member of the Senior Leadership Team and sent home to change, thus wasting valuable learning time.*

The Senior Leadership Team shall be the final arbiter of what is appropriate

ENRICHMENT & PSHEE

All Sixth Form students undertake enrichment on a Wednesday afternoon. They choose their preferred activity for the year and we would ask for your support in ensuring that students make the most of these opportunities.

All students in the school have a PSHEE period on Tuesday period 1. The year 12 students follow a structured programme which includes target setting, study and examination skills, stress busting, driver education and preparation for independence. These classes are compulsory.

EXAMINATIONS AND STUDY LEAVE

EXAMINATION ENTRIES

As a rule, all students who begin and complete an examination course are entered for the final examination. It must be understood, however, that entry to a public examination very much depends on the quality of the individual student's progress, and that heads of departments have a right, at their discretion, to refuse to enter any student who has failed to meet the required standard.

In the case of public examinations, the school is bound by the conditions imposed by the various examination boards. The school is therefore limited in what it can do for students who:

- Arrive late for an examination
- Fail to attend the examination
- Engage in unacceptable practices, e.g. cheating

Furthermore, any student who does not attend for an examination for which they are entered will be liable to refund the school the cost of entry.

- Students are given their own personal examination timetable which they should familiarise themselves with
- Students are responsible for arriving at the examination hall at the correct times. This is at least 15 minutes before the beginning of an examination
- Students must make themselves aware of the rules of the examination boards
- Mobile phones are not permitted in the examination hall. A student who is found to have a mobile phone in their possession during an examination is liable to be disqualified
- Candidates can request remarks of and/or access to, scripts, there may be charges involved

STUDY LEAVE

This occurs for pre public examinations in January and for public examinations in the summer. Students and parents are notified by letter as to when students have been granted study leave in preparation for their exams.

HOME AND SCHOOL PARTNERSHIP AGREEMENT

Please note that acceptance into Shirley High School Sixth Form is only acceptance into Year 12 in the first instance. Entry into Year 13 will be done via a review of the Achievement, Attendance, Behaviour and Work Ethic demonstrated during Year 12. Students achieving Grade U's will not normally continue into Year 13, and those achieving E's will only stay on with the recommendation of their subject teachers.

School Commitment

- The school will deliver appropriate courses (timetabling and staffing permitting) to all students it accepts into the Sixth Form
- The school will offer a safe and pleasant Sixth Form environment in which learning can be maximised
- The school will provide the necessary and essential materials to prepare all students for public examinations. Subjects may charge for fieldwork, trips and visits, and for supplementary materials, e.g. Design & Technology, Art
- The school will pay for the student's first entry to public examinations (**subsequent re-sits are paid for by parent/carer/student**)
- The school will provide enrichment activities and Higher Education support
- The school will recognise achievement

- The school will be committed to the highest standard of behaviour
- The school will foster self respect, moral and spiritual growth
- The school will maintain regular communication with parents/carers

Student Commitment

- The student agrees to maintain a satisfactory level of attendance at all lessons and registration (at least 90% attendance), which will be monitored regularly. Bursary students *are required to maintain 100% weekly attendance and punctuality*. The student agrees to produce class work and homework to the best standard he/she can achieve and to meet deadlines for work set
- The student agrees to accept school rules in relation to behaviour, mobile phones and dress code, as laid down in the Sixth Form handbook
- The student agrees not to smoke whilst on or near the school site
- The student agrees to act as a role model for younger students in both the school and local community
- **The student agrees that should his/her behaviour, attendance and standard of work not meet the requirements of the Sixth Form he/she may be asked to leave**

Parent/Carer Commitment

- The parent/carers agree to support their son/daughter in achieving their very best
- The parent/carers agree to encourage their son/daughter in aiming for 100% attendance and punctuality
- The parent/carers agree to support the Sixth Form dress code and the school's policy and procedures on behaviour
- The parent/carers agree to support their son/daughter and the school by attending parents' meetings as required
- The parent/carers agree to inform the school of any problems or concerns that may affect learning or behaviour
- The parent/carers agree to pay for any examinations not taken as a result of dropping subjects after examination entries have been made
- The parent/carers agree to pay for any late entry fees as a result of the student taking up a subject after examination entries have been made
- The parent/carers agree to pay for loss, damage or non-return of textbooks or equipment provided by the school for the student's use

ID CARDS

All Sixth Form students have been issued with ID cards and lanyards which must be worn at all times for Health & Safety reasons. We would ask that parents and carers support us. Lost ID cards and lanyards are replaced at a cost of £5. Lockers are also provided and any loss of keys will incur a £5 charge.

LEAVING THE PREMISES

Sixth Formers may leave the premises at break times and lunch times as long as:

- They sign in/out at the Sixth Form Office
- They respect the shops they visit and the surrounding areas
- They do not arrive late for class
- Those students who are attending other sites as part of their sixth form education must also sign in / sign out at Attendance/ Reception when arriving or leaving the site
- Students must be on-site during study periods

LEARNING MENTOR

The Sixth Form learning mentor will support individuals, as well as groups of students, to manage and organise their work, so that they meet deadlines and are able to cope with their exams.

PARENTPAY

Shirley High School is a cashless school. ParentPay is the system we use for making payments.

Once students have registered and started here at Shirley High School we do not accept any cash/cheques as a means of paying, for example: visits / school trips / lunches / extra curricular activities which involve costs, etc.

Money can be added to the student's account in two ways:

- online using ParentPay
- and / or by cash or cheque with a PayPoint card (for school meals only) in any store displaying the PayPoint sign. Personalised log-in details will be issued at the beginning of the year

PASTORAL CARE

Counselling

There are times when a student may wish to discuss a particular matter, not necessarily work related, with someone. The Sixth Form Tutors and Heads of Year are more than willing to offer their time, advice or experience. However should a student wish to speak to someone else, unconnected to the school, details can be obtained from The Head of Year. Sometimes a parent, carer or tutor may recommend counselling but the decision must always lie with the student, although there may be circumstances in which this course of action is strongly recommended.

Safeguarding

We regard the safety and welfare of all members of our community as our main priority. Therefore, in the interests of safeguarding, parents/carers should be aware that the school will take any reasonable action to ensure the safety of all our students.

In cases where the school has reason to be concerned that a student may be subject to significant harm, ill treatment, neglect, or other forms of abuse, staff will follow the School's Safeguarding Procedures

Designated Persons for Child Protection:

Miss Francis, Senior Vice Principal

Mr Hurst, Vice Principal

Ms Doherty, Vice Principal (Sixth Form)

PHOTOGRAPHY

IF YOU DO NOT WISH PICTURES OF YOUR SON/DAUGHTER TO BE USED PLEASE INFORM THE SIXTH FORM ADMINISTRATOR IN WRITING.

Students are photographed in connection with various school activities such as ceremonies, residential visits, school trips, performances, and sports events. Photography includes film, video and digital imaging. These may be displayed in school and on the school website.

Publicity photography is helpful in publicising the success of the school and in promoting educational initiatives. From time to time members of the press and media are invited into schools to cover events celebrating success. However, the views of parents who, for any reason, do not wish their child to appear in such photographs will be respected at all times.

PREFECTS

The Sixth Form Senior Prefects and the School Captain and Vice Captains are very important in the smooth running of the school and school events. The application process begins in the summer term.

SIXTH FORM FACILITIES

Everyone in Sixth Form is responsible for seeing that facilities are cared for and treated with respect. Non-compliance may require the temporary closure of the areas concerned.

Sixth Form students have access to the common room areas during morning break and at lunchtime. There are kettles, a microwave, fridge and a toaster. Students are responsible for clearing up and washing up.

INDEPENDENT STUDY AND STUDY FACILITIES

There is a supervised study centre located in the sixth form. Independent study time is non-contact time, but it is not free time in which to do nothing. It is designed to allow students to involve themselves in extra study, research, wider reading, and completion of work. All periods of the week not used for timetabled lessons will be formal independent study lessons where failure to attend will be regarded as a missed lesson. A register will be taken.

UCAS

This is the organisation that controls university applications. Their website is www.ucas.com. The site becomes live for year 12 students in the middle of June. The UCAS information process begins in November with support in choosing universities and courses, visits to conferences and conventions such as UCAS and visits are arranged to University Open Days. There will be a parents' UCAS information evening.

REFERENCES

The Sixth Form team will write UCAS references and tutors or the Sixth Form team may write references for employment. These references are always positive and totally factual. However, if we cannot make a positive comment about an area, then none will be made at all and those reading the reference will infer that there is a problem. It is the responsibility of the students to ensure that they receive the best possible reference by displaying an excellent attitude, outstanding commitment to their own progress and exceptional attendance and punctuality.

WORK EXPERIENCE

There will be opportunities for BTEC students to acquire work experience in January, during the spring term.

YEAR 13

At the end of Year 12 students will take part in an overnight teambuilding camping trip. As we have found this to be so beneficial for both students and staff all students, without exception, are expected to take part. Students will be invited to a meeting at the beginning of the academic year about enrolment into Year 13. Progression to Year 13 is not automatic. Students must pass their AS courses to move on to Year 13 where this is applicable.