



ROSSETT SCHOOL

Sixth Form Handbook 2010-2011

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Introduction

Welcome to Rossett Sixth Form, whether you are new to the School or are continuing your education with us. You have made a positive decision to study post-16 and it is our aim to ensure that you achieve your potential to allow you to progress to Higher Education or a chosen career as confident and mature individuals.

The sixth form team are dedicated to ensuring your success. If you need any help or advice you can contact your tutor, Mrs Grabham, Ms Harland or Mrs Harrison (part time).

The Sixth Form Team

Tutors:

Mrs Sagu/Mr Gibson/Mr Benson	S5
Mr Bourgeois/Mr McPhillamy	S1
Mr Foley	SC2
Mrs Longster	L9
Mrs Davison	SY7
Mr Davies/Mr Rice	SY8
Mr Cullen	SY6
Dr Smille	S4
Mr Lee	L8
Dr Strathdee	SY9
Mr Reader	S3

Support tutors: Mrs Standen, Mrs Bowman, Mr Oldfield and Mrs Pearce

Student Support Officer:

Mrs Grabham - Sixth Form Office (Tel: 01423 564 444 extension 247)

Student Support Officer (part time):

Mrs Harrison - Sixth Form Office (Tel: 01423 564 444 extension 247)

Assistant Headteacher/Director of Sixth Form:

Ms Harland - Director of Sixth Form Office (Tel: 01423 564 444 extension 226)

Please keep this booklet safe to refer to throughout the year. It is also available on the website rossett.n-yorks.sch.uk

Expectations

We expect that you will.....

- Attend all timetabled lessons as well as Wednesday period 2 sessions and study/enrichment lessons as appropriate. We expect at least 90% attendance. If attendance falls below 80% it may jeopardise **their** exam entries.
- Be on time.
- Bring all necessary equipment.
- Be fully prepared: read what you should have read, do what you were asked to do and so on.
- Be positive, interested and willing to learn.
- Be prepared to contribute to all activities.
- Take responsibility for your own learning: play your part in group activities.
- Produce quality work on time all the time.
- Let us know if there is any genuine reason why you cannot attend a lesson.
- Copy up notes and catch up straight away for any work that is missed for any reason.
- Set a good example and be role models for the rest of the **S**chool.

In return for this level of commitment you can expect us to...

- Arrive at lessons on time.
- Make sure you have covered all the relevant areas of the course.
- Prepare your lessons thoroughly.
- Try to make lessons stimulating and engaging.
- Value your ideas and contributions.
- Mark your work within a reasonable timescale.
- Provide feedback so that you know how to improve and reach (or exceed) your target grade.
- Have high expectations of you.
- Set realistic deadlines to enable you to plan and study efficiently.

As you would expect, we will give you lots of support during your Post-16 education but if we don't think you are working hard enough or are concerned about something, the usual frank and honest dialogue will take place between the staff, you and your parent/guardian.

Wednesday Period 2

You are required to be in school on alternate Wednesdays for Period 2 i.e. one week **will be** Year 12s in for Wednesday period 2 and the following week **will be** Year 13s in for Wednesday period 2. (It is possible that on occasions, both year groups will be required on the same Wednesday but you will be given advance warning of this).

The Wednesday Period 2 sessions are an integral part of your timetabled commitments and attendance at them is compulsory. By alternating Year 12 and 13 we can deliver a programme that is tailored to the different needs of each year group. A variety of skills and information will be covered including the UCAS process, Careers, Charities Week, Target Grades and Reviews and Volunteering Opportunities. The sessions also provide a 'point of contact' in a fortnightly period where the sixth form team can easily communicate with the whole year group.

The sessions will generally follow this format:

Registration in tutor bases.
Assembly in Brown Dining Hall.
Back to tutor bases for 'follow-up' work.

The programme of Wednesday Period 2 sessions will be published half-termly, please check the Common Room notice boards or Tutor Base notice boards as well as the school website.

Communication

It is important that you keep abreast of what is happening in school – where you need to be and at what time. You are expected to check notice boards, read emails and read notices on the plasma screen. Not knowing about something will not be acceptable as an excuse for failing to be at the right place at the right time. It is YOUR responsibility to be informed. It is also your responsibility to inform us of any change in circumstances, home contact details, absences or any other relevant information. If in doubt about anything, check with Ms. Harland or Mrs. Grabham.

Monitoring Your Progress

It is important that you know how well you are progressing and it is vital for you to have the opportunity to discuss this with your tutor.

So, once a term, your teachers report on your:

- Progress
- Effort

This will form the basis of a report that goes home.

Also taking place, twice during each year, will be a mentoring session, where you discuss your progress with your tutor.

To help with this process we use the ALPs system to set target grades. The ALPS system is based on a National Database of results at A level. It allows us to set challenging (but achievable) targets for you based on your average points score at GCSE. However, you should not view this target as a 'predicted' grade. You could work extremely hard and exceed your target grade. Likewise, without sufficient effort, you may fail to meet your target grade.

Discontinuing a Course

The majority of students will take 4 AS subjects (or equivalent) in Year 12. At the end of Year 12 they will usually 'drop' one of these subjects and pursue 3 subjects to A2 during Year 13. We do not give permission for a subject to be 'dropped' until after the results are issued in August. In this way, students can make their decisions based on an accurate assessment of their performance. Some students may 'feel' that they know which subject they wish to drop but we ask them to wait until after August because, in our experience, students often change their mind after the results are known. Only in exceptional circumstances (usually related to timetable changeover reasons) will a student be allowed to 'drop' an AS before August.

At the beginning of Year 13 (or exceptionally in Year 12) students will be issued with a 'Discontinue Form' to obtain written approval from the subject teacher(s) concerned. This must be returned to Ms Harland before discontinuing a course, and all lessons must be attended until this is done. If a student 'decides' to just stop attending a lesson that they intend to drop then this will be regarded as unauthorised absence. Only the Director of Sixth Form can authorise the discontinuation of a course.

It is vital that students adhere to this process. Failure to do so will result in erroneous records of student numbers on courses and this can have a major impact on funding.

Non-Lesson Time

When you have no timetabled commitments (these include; normal lessons, study room sessions, enrichment lessons and Wednesday 2 sessions) you are expected to do the following:

Year 12 – you must study in school during non-contact times. This will be reviewed around October half-term. **You will be required to register daily.**

Year 13 – you can study at home or at school but you **must attend registration on a daily basis.**

As a rough guide you should be doing one hour of study for each hour taught. This will not only involve the completion of specific homework tasks but you should also be 'reading around' the subject to gain a greater understanding of your subject.

Attendance

Post-16 courses are challenging. The high-level learning that goes on in lessons cannot be made up by borrowing notes. Catching-up is hard to do. It is therefore vital that you attend all lessons.

Attendance is defined as: participation in the programme of educational activities arranged by school. A student is absent if they have not obtained authorisation for absence. In addition to actual attendance within the school premises – “attendance” covers:

- Work experience/Research placements (Maximum of 2 weeks and must be agreed with Ms Harland)
- Educational visits (including foreign exchanges) organised or approved by school
- Day and residential visits to outdoor centres
- School/department study days
- Interviews and visits relating to further and/or higher education (we recommend no more than 3 University Open Day visits per academic year)
- Debates, sports, musical or theatrical productions etc arranged by, or in conjunction with school.

But we know that you may sometimes be absent for genuine and understandable reasons. Sometimes these absences are unplanned / unforeseen and at other times they are planned / foreseen. **For all absences, you should contact Mrs. Grabham or Mrs Harrison in the Sixth Form Office. If the absence is not planned (e.g. sickness) then you should contact the school on the first day of illness. Absences can be authorised by Mrs. Grabham or Ms. Harland using the guidance below.**

Absence from school sessions will only be **authorised** if:

- Self-Certification is completed for short illnesses – but evidence is likely to be required if absences are frequent, for example, 5 broken weeks.
- A Medical Certificate is provided for absences of **5 days**, or longer
- Written evidence is provided beforehand of a hospital or specialist appointment
- Evidence is presented that urgent (not routine) medical or dental treatment is required
- Evidence is provided that a Court attendance is required

- Evidence is provided that a Driving Test is to be attended (the theory test should be organised to ensure the least disruption to lessons)
- Exceptional family difficulties
- Weddings of immediate family
- The funeral of a close family relative or friend is attended
- Religious observance
- Exam Study Leave (for January exams you are allowed to miss the morning before an afternoon exam and the whole day before a morning exam)

Unauthorised absence will be recorded if:

- A student is absent from a session without obtaining authorisation for absence
- A holiday/social event is taken during term-time (*the Head of Sixth Form will only authorise family holidays in term-time where there are acceptable reasons why it cannot be taken during the holiday period. In addition, there should be good attendance levels prior to the holiday). The holiday must be taken with parents/carers.*
- A driving lesson is arranged during a teaching, study session, Wednesday Period 2 or any other timetabled commitment.
- A routine Doctor's appointment is attended
- A routine Dentist's appointment is attended
- An interview for casual/part-time employment is attended
- A period of part-time job training is attended
- Missing lessons to complete coursework/homework
- Babysitting younger siblings

Any unauthorised absence will affect your attendance percentage. This could be noted on any future reference and will lead to cancellation of your EMA payments.

Sickness Absence (Unplanned/Unforeseen absence)

1) Phone the school on the first day of absence 01423 564444 option 1, followed by option 6 and leave a message. Please state how many days you think you will be absent.

2) If you are absent for subsequent days you DO need to ring each morning and leave a message for Mrs. Grabham or Mrs Harrison.

3) If we have reasons to doubt the validity of the explanation for sickness, we are entitled to turn down the application for authorised sickness absence. Clearly a pattern of non-attendance due to sickness without explanation would not be acceptable.

If you receive EMA, failure to do any of the above will result in your payments being stopped.

Planned/Foreseen Absence

If you are going to be absent and you know about it in advance e.g. for a hospital appointment or urgent dental appointment see Mrs Grabham or Mrs Harrison in the Sixth Form Office.

Holidays

Request for Holidays should be made in writing to the Director of Sixth Form. Holidays taken in term time will not be authorised (unless in exceptional circumstances and the holiday is with parents/carers). Absence due to holiday will be recorded as unauthorised and may affect a student's minimum attendance requirement which is 90%.

Please also remember that after your exams in June of Year 12, you return to school for Next Steps week (which is compulsory), followed by several weeks of normal lesson time. **EMA will not be paid for any holidays taken in term time.**

Punctuality

You are expected to be at lessons on time. Sanctions will be issued for Students who are repeatedly late. **If more than one Late is recorded in any one week, EMA will not be paid.**

Exams and Study Leave

Most students will have exams in January and May/June of both Year 12 and Year 13. You are entitled to some study leave for January exams – for a morning exam you are authorised to have the day before off, and for afternoon exams you are authorised to have the morning off.

Office Dress

The students voted to change the uniform rules to become 'Office Dress'. It is your responsibility to adhere to the dress code detailed below. Students who do not adhere to the code may be sent out of lessons or even sent home to change. Missed work will then be caught up in non-contact lessons.

Persistent refusal to conform to this guidance will jeopardise your place in the Sixth Form.

The guiding principle in determining Sixth Form Dress continues to be that of smartness. Dress reflects the corporate spirit of the school and Sixth Form Dress should reinforce this spirit whilst accepting the distinct nature of the 'office dress' guidelines. Sixth Formers are expected to observe the spirit of this and not just the letter of any defined item of dress. A good guide for students is to dress as if attending an interview and observe conventions of modesty. Sanctions will be issued for students dressed inappropriately or immodestly.

Boys

Jumper (**no** logos/hoodies/sportswear)

Shirt and tie

Trousers (plain black/grey – no jeans, cords, shorts or $\frac{3}{4}$ length)

Shoes – black or dark grey (**no** trainers)

Girls

Jumper (**no** logos/hoodies/sportswear)

Shirt or blouse (buttoned through) with short or long sleeves.

Skirt of modest length

Trousers (**no** jeans, cords or $\frac{3}{4}$ length)

Shoes – black (**no** stilettos/flipflops/trainers). No ugg boots.

(Body piercing is only allowed within the context of office smart.)

Cars and Motorbikes

Please collect a 'Motor Vehicle Form' from Mrs. Grabham or your Form Tutor if you plan to travel to school by car or motorbike. You must complete a form and gain permission before you bring your vehicle onto the school site. Please use the **Sports Centre Car Park** only.

Mobile Phones/MP3 Players

You are allowed to bring mobile phones/MP3 players into school but please use them sensibly and sensitively. Have them turned off in lessons and use them in **the Sixth Form area only**. Don't forget they are your responsibility so look after them.

The Sixth Form Committee

In the summer term of Year 12, you elect 11 people from your year group to be on the Sixth Form Committee. This means that each form has a Form Rep alongside the Head Boy and Head Girl (and their deputies), elected in Spring of Year 12. We expect these people to have a major say in what goes on in the school.

Let them know if there is something you want to discuss.

They are your voice!

Paid Work

We know that many of you gain valuable skills and experience from a wide variety of jobs that you do as well as earning money. However OFSTED guidance suggests that working more than 12 hours per week is likely to reduce your final academic achievements by one grade per subject. We therefore recommend that students work no more than 12 hours per week.

Students are not allowed to undertake any paid work during school hours (8.50 am until 3.10 pm or 4:10 pm for any Period 6 lessons).

EMA (Educational Maintenance Allowance)

The EMA is a grant which can provide you with some money during your sixth form studies. The students who usually qualify for this are those whose parents earn around £30,000 or below. A payment of between £10, £20 or £30 per week (as advised by EMA) will be made if a student attends all lessons, has no more than one late recorded and has demonstrated an acceptable standard of behaviour and effort. EMA will be withheld for any student issued with a C6 compulsory study session or stage warning in any one week.

EMA STUDENTS: YOU ARE REMINDED THAT ANY UNAUTHORISED ABSENCE WILL LEAD TO CANCELLATION OF PAYMENT. PAYMENT WILL NOT BE MADE IF A HOLIDAY IS TAKEN WITHIN TERM TIME AND WILL NOT BE PAID IF MORE THAN 10 DAYS ABSENCE IS RECORDED WITHIN THE SCHOOL YEAR.

EMA application forms are available from the Sixth Form Office.

Student Management Processes

At Rossett we work extremely hard to enable you to succeed academically and personally. However, if concerns arise regarding attendance, punctuality, effort or conduct we will put in place a variety of intervention strategies to support you in bringing about changes to secure improvements.

C6 compulsory after school study session can be issued for a variety of reasons including: Not meeting deadline, poor work rate or truancy.

C7 uniform detention

Contract with agreed targets and monitoring by the Sixth Form team

The following flow chart outlines the main stages in the Student Management process:

Stage 1 - Discussion with Mrs. Grabham and/or Ms. Harland, recorded on eportal

Stage 2 – Discussion with Ms. Harland, recorded on eportal and contact home has been made.

Stage 3 – Further discussion with tutor/Mrs. Grabham/Ms. Harland, parents/carers informed.

Stage 4 – Meeting with parents/carers, sixth former and Director of Sixth Form.

Stage 5 – parents/carers, sixth former, Director of Sixth Form and Headteacher meeting.

Stage 6 – Withdrawal of student from Rossett Sixth Form.

These stages are sequential and the above intervention strategies will be used to bring about change. It is possible to by-pass a stage where cooperation within an agreed framework of additional support does not occur. Where parents/carers fail to respond to invitations to come into school to discuss progress (stages 4 and 5) then these stages will be omitted.

Sixth Form Agreement

Please sign, date and return this agreement form to your tutor.

We have read the sixth form handbook and agree to the conditions laid out in it.

Signed _____ Date _____
(Parent/Carer)

Signed _____ Date _____
(Parent/Carer)

Signed _____ Date _____
(Student)

Print name of student here please _____