



Rossett School

# Sixth Form Handbook 2021 - 2022

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# Rossett School Sixth Form

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## Introduction

We offer a very warm welcome to returning students and those joining us from other schools. We aim to ensure that all Rossett Sixth Form students achieve their potential and ultimately progress to higher education, an apprenticeship, or directly into employment as confident and mature young adults.

Our approachable Sixth Form Team is always available to offer tailored and dedicated support to every student and encourages a mutually supportive relationship with parents and carers. For help, support or guidance please contact a member of the Sixth Form Team.

## Contact Information

Students will be expected to keep abreast of what's happening in school by checking notice boards, the plasma screen, reading emails, and paying attention to the 'daily notices' read out during compulsory morning registration.

The Sixth Form Team		
Dr C Reed	Director of Sixth Form	01423 564444 <a href="mailto:creed@rossettschool.co.uk">creed@rossettschool.co.uk</a>
Mr R Keyworth	Deputy Director of Sixth Form	01423 564444 <a href="mailto:rkeyworth@rossettschool.co.uk">rkeyworth@rossettschool.co.uk</a>
Miss P Higgins	Student Support Officer	01423 564444 <a href="mailto:phiggins@rossettschool.co.uk">phiggins@rossettschool.co.uk</a>



## Academic Structure and Support

Students' timetables operate on a two-week cycle. Students should therefore pay close attention to the structure of their timetable as it may vary between 'week A' and 'week B.'

The school day follows the same format, as detailed below. On occasions, some lessons may be timetabled to take place during period 6.

The Academic Day		
Time	Activity	Duration
08:50- 09:05	Registration	15mins
09:05-10:05	P1	60mins
10:05-11:05	P2	60mins
11:05-11:25	Break	20mins
11:25-12:25	P3	60mins
12:25-13:25	P4	60mins
13:25-14:10	Lunch	45mins
14:10-15:10	P5	60mins
15:10 – 16:10	P6 (Twilight)	60mins

### Wednesday Period 2 – PSHE

Students are required to attend scheduled Citizenship and PSHE lessons every Wednesday Period 2 as an integral part of their timetabled commitments. A variety of essential topics are covered including Next Steps: UCAS, apprenticeships and careers as well as vital study skills, review meetings, mentoring, enrichment and personal development opportunities.



## Study Periods

As a minimum, Year 12 students are timetabled for a minimum of two Private Study Sessions in a designated study room. Failure to attend these sessions will result in an 'unauthorised' attendance mark. The number of sessions assigned may increase depending on the programme of learning. As a minimum, in Year 13, students are required to attend three timetabled private study sessions. In addition, for each hour of taught lessons, students are expected to consolidate their learning with additional, independent study.

## Non-Timetabled Lessons

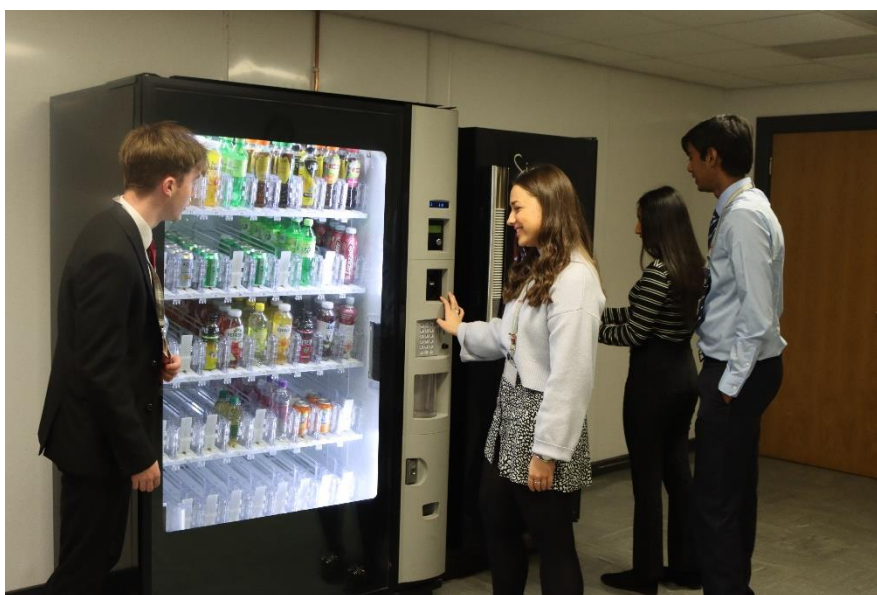
All students must attend form time registration daily, regardless of their timetable and will be expected to remain in school from 08:50 – 15:10 every day, or to 16:10 when timetabled with a P6 lessons.

Year 13 students may only leave the premises at lunch, if they do not have a lesson Period 5 or a twilight lesson\*. They must make sure that they sign-out electronically and in the Sixth Form fire register book. They are not permitted to return to the school site.

Year 12 students are not permitted to leave the premises during the school day. They must request permission from the Director of Sixth Form to leave the site during non-timetabled sessions. This will be reviewed at October Half Term

## Pastoral and Progression Support

Within the Sixth Form there is an excellent structure in place to ensure that every student has immediate access to pastoral support. From having a chat about an issue of concern to referrals to external agencies, students can be assured of our continued support. Whatever the issue, we encourage all students to talk to a member of the Sixth Form team before anything gets 'too big' to manage.







## Rossett Sixth Form Dress Code Expectations



Students are required to dress smartly. The Sixth Form Dress Code demonstrates our high expectations, professionalism and a reflection of what is required in most business environments. The smart, office dress code displays the corporate spirit of the Sixth Form and as ambassadors for the school, Sixth Former students should reinforce this spirit.

A good guide for students is to dress as if attending an interview and observe the conventions of modesty.



It is a student's responsibility to adhere to the dress code detailed below. Students who do not adhere to the code may be sent home to change. Missed work will then be caught up in non-contact lessons. Persistent refusal to conform to this guidance may jeopardise a student's position in the Sixth Form.

Boys	Girls
<b>ID Lanyard to be worn at all times</b>	
Jumper, cardigan or jacket (no Logos/Hoodies/Sportswear)**	
Shirt and Tie	Smart top - a blouse, shirt or appropriate 'top' No low-cut tops, bare shoulders or bare mid-riff
Trousers (no jeans, denim, skinny jeans, cords)	Trousers (no jeans, denim, skinny jeans, cords)  <b>or</b>  Skirt - of modest length  <b>or</b>  A smart dress – no low-cut tops, bare shoulders or bare mid-riff
No item of clothing should be made of denim	
Shoes – plain leather or similar (no trainers)	
Body piercing is only allowed within the context of office smart	
Hair should be of a natural colour, with no extreme style or cut	

**\*\*If you are studying A-Level PE, BTEC Sport or are part of the football training programme, you are permitted to attend school in sportswear on the days where you are engaging in practical lessons.**

## Behaviour Code

At Rossett, we work hard to ensure that all students succeed academically and personally. As detailed below, please familiarise yourself with the Sixth Form team's expectations of students and that which students may expect from their Sixth Form experience. Acceptance of these expectations will be secured via the signing of a Learning Agreement. On occasions, where these expectations are not met, sanctions will be implemented.

 <b>Rossett Sixth Form Expectations</b> 	
Academic and pastoral support will be given to you throughout your Post-16 education. However, if it's thought that you are not working hard enough, or if there are concerns, a frank and honest dialogue will take place between staff, you and your parent/carer.	
<b>It is expected that you will.....</b> <ul style="list-style-type: none"><li>• be positive, interested and willing to learn</li><li>• attend all timetabled lessons including Form Period, PHSEE, Private Study &amp; Enrichment.</li><li>• maintain attendance above 97%; if your attendance falls below 90%, this may jeopardise your exam entries.</li><li>• attend to all tasks set prior to your lesson. Be punctual and fully prepared for lessons, to include all preparation tasks and necessary equipment.</li><li>• be prepared to contribute and engage in all activities</li><li>• take responsibility for your own learning</li><li>• produce quality work on time, all the time</li><li>• have genuine reasons for absence that must be communicated to the Attendance Officer</li><li>• immediately catch up on any work missed</li><li>• be a role model to lower school students and set a good example</li></ul>	<b>You may expect us to....</b> <ul style="list-style-type: none"><li>• arrive at lessons on time</li><li>• prepare your lessons thoroughly</li><li>• make lessons stimulating and engaging</li><li>• set realistic deadlines to enable you to plan and study efficiently</li><li>• mark your work within a reasonable timescale</li><li>• provide feedback so that you know how to improve and reach (or exceed) your target grade</li><li>• cover all areas of your course in preparation for your assessments</li><li>• value your ideas and contributions</li><li>• have high expectations of you</li></ul>

## Safeguarding

It is a safeguarding requirement for all Sixth Form students to visibly wear their student lanyard. This is essential as Sixth Form students are required to be identified by all staff and lower school students.

The school premises can only be accessed via a secure entry system. Sixth Form students are issued a lanyard and must ensure this is used to gain entry. Further details of our Safeguarding and Child Protection policy may be found on the school website.

# Punctuality and Attendance

## Punctuality

Students are expected to arrive at lessons on time. If students fail to arrive prior to the register closing, they will be marked as absent and as such be required to see the Sixth Form Attendance Officer.

A compulsory after school or lunch time session will be issued for every hour of lateness accrued.

## Attendance

Students are expected to maintain 100% attendance, a student's attendance record will be deemed unsatisfactory if it drops below 97%.

Post-16 courses are challenging; the high-level learning that goes on in lessons cannot be made up outside of lessons, therefore it is vital that all lessons are attended.

**For all planned absences, students must see the Sixth Form Student Support Officer directly to complete a planned absence slip.**

For sickness or unplanned absence, please follow these guidelines
<ul style="list-style-type: none"><li>Parents/carers/students must phone school (01423 564444) on the first day of absence on the absence line or send a message to Miss Higgins. If possible, let Miss Higgins know how long you think you will be absent for.</li></ul>
<ul style="list-style-type: none"><li>If you are absent for subsequent days you <b>DO</b> need to ring each morning and leave a message for Miss Higgins.</li></ul>
<ul style="list-style-type: none"><li>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. A pattern of non-attendance due to sickness without explanation would not be acceptable.</li></ul>
<ul style="list-style-type: none"><li>A Medical Certificate must be provided for absences of <b>five or more consecutive days</b>, or if absences are frequent, for example, five broken weeks.</li></ul>

**Examination entries are only guaranteed for those students whose attendance is above 90%.**

Attendance is defined as participation in the programme of educational activities arranged by school. These include:
<ul style="list-style-type: none"><li>daily form time registration</li><li>weekly PSHE sessions and any designated PSHE days</li><li>subject lessons</li><li>timetabled study sessions</li><li>enrichment sessions</li><li>work experience/research placements (Maximum of two weeks)</li><li>educational visits (including foreign exchanges) organised or approved by school</li><li>day and residential visits to outdoor centres</li><li>school/department study days</li><li>interviews and visits relating to further and/or higher education (we do not authorise more than three University Open Day visits per academic year)</li><li>debates, sports, musical or theatrical productions etc. arranged by, or in conjunction with school.</li></ul>



**It is a student's responsibility to make sure ALL absences are explained.**

**If an absence is unexplained:**

- in the first instance, Miss Higgins will make contact with the student via daily the 'form notices' and school email.
- and remains unexplained, contact will be made with the parent/carer via the school's text messaging service
- and after one week if no satisfactory explanation for the absence has been given the absence will be marked as unauthorised/truancy and a compulsory after school session will be issued.

**Unauthorised absence will be recorded if:**

- an absence is unexplained
- a student is absent from a session without obtaining authorisation for absence
- a holiday/social event is taken during term-time
- a driving lesson is arranged during a timetabled commitment
- a routine Doctors appointment is attended
- a routine Dentists 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

**Rossett Sixth Form takes a four-stage approach for poor attendance.  
For those students with less than 90% attendance the following will occur:**

**Stage 1 Monitoring**

The student will be notified that their attendance has dropped below an acceptable standard. The student's attendance will be monitored more closely to identify patterns and monitored for further deterioration or improvements.

**Stage 2 Letters**

A letter will be sent to parents/carers to notify them that attendance has dropped to a level that will potentially undermine future progress.

**Stage 3 Meeting / Attendance Contract**

The student will be required to sign an agreement confirming that attendance will improve to a level agreed with the Director of Sixth Form over a set period and that the student understands that exam entry is guaranteed only to those with attendance of 90% or above.

**Stage 4 Withdrawal**

Withdrawal from courses will result in the student's need to enter for examinations and coursework as an external candidate and will be responsible for paying for all exam board fees.

**Requests for absence during term time should be made in writing to Dr Reed,  
Director of Sixth Form.**

**Please also remember that following external and mock examinations in June of Year 12,  
students return to school for several weeks of Year 13 lessons.**

## Sixth Form Leadership Opportunities

There are many opportunities for Sixth Form students to develop leadership skills and contribute to the school and local community. These positions of responsibility are continually developed by our current Student Leadership Team and the Director of Sixth Form to increase the range of opportunities available to both Year 12 and Year 13 students.

### Student Leadership Team

A rigorous selection process takes place in the spring term of Year 12 to elect a new Student Leadership team. Students are required to attend an interview and give a speech to their year group and staff.



### Ambassadors and Prefects

Students have the opportunity to become a Sixth Form Ambassador in Year 12. A select group of students who support staff and peers and represent the Sixth Form Team at whole school events and parent/carers' evenings throughout the year. In Year 13, selection for Prefects takes place based upon students' commitment and dedication to the role of Ambassador in Year 12.



## Listeners

A peer mentoring scheme designed to allow Sixth Form students to contribute to the wider school community, supporting the transition of students in Year 7 and those in other year groups who may be finding certain issues challenging. This is an intense role, and as such, full training is provided over a period of after school sessions, which must be fully attended to qualify.



## The Sixth Form Committee

In the autumn term of Year 12, students are elected from their year group to be on the Sixth Form Committee. Each form has a Form Representative, who work alongside the Head Boy, Head Girl and their deputies. The committee is responsible for organising community and charity events as well as end of year celebrations.





## Financial Assistance – 16-19 Bursary

Prior to the start of the academic year, Sixth Form students will have the opportunity to apply for financial support from the Sixth Form Bursary Fund. The application is means tested based on household income and payments will be set depending on the number of applications to the fund each year. Students receive payments at the start of each term, dependent on academic progress and attendance in line with Department of Education guidelines. Details of the bursary and an application form may be found on the Sixth Form pages of the school website.

## Student Vehicles

Students planning to travel to school by car or motorcycle may only park on the school premises once permission has been agreed by the Director of Sixth Form. A Vehicle Permission Form will need to be submitted. This form can be obtained from the Sixth Form Office and will require details of your vehicle, its insurance and must also include a signature from a parent/carer. Students may then park in the Sports Hall car park in allocated parking spaces. Students are not permitted to park in the main school car park. This permission will be revoked if students do not follow car parking guidelines.

## Part-Time Employment

Whilst students gain valuable skills and experience from part-time employment, a student's priority and focus must remain on their academic study. Therefore, hours of work should not exceed 10 per week. Should students exceed this, they are likely to put their academic performance in jeopardy.

## Computers and Printing

Students' have access to a number of reserved computers in school and their lanyards are registered for their individual use on the school's networked printers.



## Mobile Phones

Students are permitted to bring their mobile phones into school for use in the Sixth Form Centre only. However, mobile phones must not be used in lessons, or in common areas in the main school buildings. If mobile phones are seen in main school, they will be confiscated and not returned to the student until the end of the school day.



# Sixth Form Learning Agreement

Upon entry to the Sixth Form, all students will be required to complete a Learning Agreement, as detailed below:

<div style="display: inline-block; text-align: center;"> <h2 style="margin: 0;">SIXTH FORM LEARNING AGREEMENT</h2> <h3 style="margin: 0;">CONFIDENTIAL</h3> </div>			
<b>Section 1 – Student details – please complete in block capitals</b>			
Surname _____ Forename _____ Known as _____			
Student Mobile _____ Gender _____ Date of Birth _____			
Home Address _____ _____			
Post Code _____ Time at current Address _____ Years _____ Months			
<input type="checkbox"/> Please tick this box to confirm you have been a UK/EE Resident for the last three years. If you're unable to confirm, please set out your residency and entitlement to funded education in a separate letter and return with this completed agreement.			
<b>Section 2 – Special Educational Needs &amp; Disabilities (SEND) and medical information</b>			
Please record details of any medical conditions and/or additional learning needs. Include additional details on a separate sheet if required.			
<b>Section 3 – Trips and Visits</b>			
<p>Subject to appropriate risk assessments, students may have the opportunity to take part in low risk educational trips and visits, either in fully insured staff vehicles, the school mini bus or on coaches. In the case of emergency, health information and parent/carer details on the students' record will be referred to.</p> <p>By signing below, parents/carers agree to their child's participation in such trips and visits and also agree to keep school updated with students' medical information and contact details. For trips ranked of higher risk, additional parental permission will be sought.</p>			
<b>Section 4 – Educational Learning Aim</b>			
<p>All students are expected to follow a two year Academic Programme of Study from September 2019, comprising of up to 4 x A Level/BTEC subjects in Year 12 as discussed and agreed during the pre-entry consultation. Students will normally continue with the same subjects in to Year 13. An individual timetable will confirm planned study periods amounting to a minimum of 540 hours per annum which will include the following:</p>			
Educational Activity	Periods per Week	Y12 hrs per Annum	Y13 hrs per Annum
Form Time & Guidance	2/25	88	79
Y12 – 3 x A Levels + (EPQ + Study) or UIC or Core Maths or 4 x A Levels	4.5 per subject	702	
Y13 – 3 x A Levels/BTEC	4.5 per subject		473
Private Study Yr12-2hrs / Yr13-2hrs	2/3	78	105
<b>Total</b>		<b>868</b>	<b>657</b>
<b>SIXTH FORM ATTENDANCE &amp; EXPECTATIONS</b>			
<p>I have read the Sixth Form Handbook and agree to the expectations and policies detailed as such and those set out in this document, including but not limited to those regarding Attendance, Behaviour and Dress Code and that I will be subject to sanctions if I do not comply with these expectations. If I am applying for a Bursary, I understand that this form provides evidence for my application. I confirm that I have read the school's Privacy Notice (<a href="http://www.rossettschool.co.uk/students/privacy-notice/">www.rossettschool.co.uk/students/privacy-notice/</a>) and understand that the school will process personal data in accordance with GDPR requirements. I understand that the school may share some details with my parents, to support my progression, and for funding, training, employment and research purposes. I understand that if I am new to the school, I will be obliged to provide evidence of my identity.</p>			
_____ Signature of Student	_____ Signature of Parent/Carer	_____ Date	



# Privacy Notice

## Privacy Notice – General Data Protection Regulation (GDPR)

*This Privacy Notice has been written to inform parents and pupils of Rossett School about what we do with your personal information. This Notice may be subject to change as the Data Protection Bill progresses.*

### Who are we?

Rossett School is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Information Governance  
Veritau Ltd  
County Hall  
Racecourse Lane  
Northallerton  
DL7 8AL  
[schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk)  
01609 53 2526



### What information do we collect?

The categories of information that we collect, hold and share include the following:

- Personal information of students and their family members e.g. name, student number, DOB and address
- Educational attainment
- Free school meal eligibility
- Attendance information
- Assessment information
- Behavioural information
- Safeguarding information

We will also process certain 'special category' data about our students including:

- Relevant medical information – please note that where the student has a severe allergy or is thought to be at risk of needing emergency care for a medical issue then this will be shared with all the staff. We may do this in the form of photo identification in the staff room and other key areas of the school to ensure that all staff are aware of the issues should an emergency situation arise.

[www.rossettschool.co.uk](http://www.rossettschool.co.uk)

Rossett School, Green Lane, Harrogate HG2 9JP T: 01423 564444 F: 01423 502301 E: [office@rossettschool.co.uk](mailto:office@rossettschool.co.uk)

Rossett School is an Independent Academy Trust and Company Limited by Guarantee  
Company No 7664288 Registered in England and Wales

- Special Educational Needs and Disabilities information
- Race, ethnicity and religion
- Biometric data e.g. thumbprints

#### **Why do we collect your personal data?**

We use the information we collect:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services

Any personal data that we process about our students and parents is done so in accordance with Article 6 and Article 9 of GDPR:

Our legal basis for processing your personal data, in line with Article 6(1) (c) include:

- Education Act 1944, 1996, 2002
- Education and Adoption Act 2016
- Education (Information About Individual Pupils) (England) Regulations 2013
- Education (Pupil Information) (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

We also process information in accordance with Article 6(e) and Article 9(2) (g) as part of the official authority vested in us as Data Controller and for reasons of substantial public interest. Such processing, which is not mandatory but is considered to be in our students' interests, include:

- School trips
- Extra curricular activities

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. When we do process this additional information we will ensure that we ask for your consent to process this.

#### **Who do we obtain your information from?**

Much of the information we process will be obtained directly from you (students and parents). We will also process information received from:

- Department for Education (DfE)
- Local Education Authority (North Yorkshire)
- Previous schools attended

#### **Who do we share your personal data with?**

We routinely share student information with:

- schools that students attend after leaving us
- our Local Education Authority (North Yorkshire)
- the Department for Education (DfE)
- National Health Service bodies

For more information on information sharing with the DfE (including the National Pupil Database and Census) please go to: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

We will not share any information about you outside the school without your consent unless we have a lawful basis for doing so.

Once our students reach the age of 13, we also pass information to our Local Authority and/or provider of youth support services as stipulated under section 507B of the Education Act 1996. The information provided includes addresses, DOB of student/parents, and any other information necessary for the provision of the service including gender or ethnicity.

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/student once he/she reaches the age 16.

For more information regarding services for young people please visit our Local Authority's website: <https://www.northyorks.gov.uk/>

#### **How long do we keep your personal data for?**

Rossett School will keep your data in line with our Information Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

#### **What rights do you have over your data?**

Under GDPR parents and students have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow Cheshire  
SK9 5AF  
[casework@ico.gsi.gov.uk](mailto:casework@ico.gsi.gov.uk) // 03031 231113

## Praise and Recognition

Students will be recognised throughout the year for their effort, achievement, attendance and their attitude to learning. We are always keen to hear of students' successes in extra-curricular activities and welcome news of any such achievements.



## Sanctions

For students whose behaviour and attitude does not meet the expected standard, Rossett School Behaviour Policy will be followed.

Students are reminded that the Rossett School Basics remain applicable throughout Sixth Form.

**With thanks to Laura Baxter for her permission to reproduce her artwork on the front cover of this Handbook.**





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