



HARLINGTON SIXTH FORM HANDBOOK

2019-2020



Harlington Upper School
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Sixth Form Team

Mr Tom Southall - Assistant Headteacher for KS5 Achievement
tsouthall@harlington.org

Mr J Elmes – Head of Year 12 & 13
jelmes@harlington.org

Mrs M Brandham – Assistant to the Sixth Form Team
sixthform@harlington.org for all enquiries

Mrs A Moore - Assistant to the Sixth Form Team
sixthform@harlington.org for all enquiries

Mr Southall is located in M1

Mr Elmes is located in SF1

Mrs Marabese is located in SF1 or the drama office

Mrs Brandham/Mrs Moore are based in the Sixth Form Office in the common room –
SF3



Term Dates 2019-20

Autumn Term

Training Days	Monday 2 nd and Tuesday 3 rd September
Term starts	Wednesday 4 th September
Half-term starts	Monday 21 st October
Training Day	Monday 28 th October
Term restarts	Tuesday 29 th October
Last day	Friday 20 th December

Spring Term

Term starts	Monday 6 th January
Half-term starts	Monday 17 th February
Term restarts	Monday 24 th February
Last day	Friday 3 rd April

Summer Term

Training Day	Tuesday 20 th April
Term starts	Tuesday 21 st April
Half-term starts	Monday 25 th May
Term restarts	Monday 1 st June
Last day	Friday 17 th July



The School Day

The school operates a two week timetable with the days numbered 1 to 10. There is a split lunch with Sixth Form going on a late lunch with Year 10. Year 9 and 11 take an early lunch when Sixth Formers are in period 4.

Registration	8.30 – 8.50
Period 1	8.50 – 9.50
Period 2	9.50 – 10.50
Break	10.50 – 11.10
Period 3	11.10 – 12.10
Period 4	12.10 – 1.10
Lunch	1.10 – 1.55
Period 5	1.55 – 3.00

Punctuality

Students are expected to be on school site for the first bell at 8.27 ready to register with their Form Tutor at 8.30. Being on time to registration and lessons is important for success, so this will be monitored by staff. There is a movement bell 3 minutes before the end of break and lunch.



How we communicate

- **Email:** Teachers and Sixth Form staff will use email as a primary way for information to be communicated to students and parents. It is important that students get into the habit of checking their email accounts regularly, as information such as University Open days and careers opportunities are relayed this way.
- **Letters:** Letters are sent home via the post or students.
- **Phone calls:** Parents/carers may be contacted this way for discussion on certain issues.
- **Website:** The school website at www.harlington.org for general information.
- **Form Tutor:** Every student is in a year based tutor group. Your form tutor will support you through your studies and help to write your school reference.



Expectations

As an inclusive Sixth Form establishment, determined to help all students achieve their very best, Harlington Upper School is committing to:

- Promote personal, social, moral and intellectual development through a secure, caring and purposeful learning environment
- Provide challenging targets and high expectations
- Support students to manage their time wisely and to good effect
- Support students who may be at risk of underachieving through intervention
- Work with Sixth Formers to communicate and implement our Sixth Form ethos
- Recognise and celebrate student strengths and achievements
- Offer extra-curricular opportunities and experiences
- Contact our Sixth Form students directly whenever concerns are raised about their achievement or standards, making parents/carers aware of any concerns

By undertaking the role of a Sixth Former at Harlington Sixth Form you are committing to:

- Attend all lessons and form base sessions on time
- Fulfil subject teachers' expectations to the very best of your ability
- Independent study and meeting homework/coursework deadlines
- Conduct private study in a quiet manner and with respect to the needs of others
- Ensure that part time work and other out of school hours activities do not impact on your performance in school
- Actively engage with the intervention if data analysis identifies concerns with your achievement or standards
- Pursue all academic courses that you start, unless the Sixth Form Team advise you otherwise
- Dress smartly, according to the Sixth Form dress code
- Be polite, helpful and encouraging to others
- Actively contribute to the multi-cultural harmony and ethos of the school



Dress Code and Appearance

Over the years, since the first Sixth Form students designed the dress code, the school has been complimented on students' academic success, extra-curricular involvement and their smartness. The following simple guidelines have evolved to encourage students to represent themselves, their families and the school in the best possible way, whilst also giving the students more choice. **Students should dress smartly for school** as if they were working in a formal office situation. They should also recognise that they will be setting an example as senior students of the school.

Dress code
<ul style="list-style-type: none">• Trousers/dress/skirt of an appropriate length• Collared Shirt/blouse/polo shirt (optional tie)• Plain jumper/cardigan/jacket• Smart shoes of an appropriate height
<p>Items of denim clothing are not permitted No leggings or combat trousers No canvas shoes, plimsolls, Vans, Converse, trainers or similar No shorts, t- shirts or exposed shoulders No hoodies or items of clothing with large slogans Coats, hats and scarves should be removed when inside the school building Hair should be of a natural colour and a style which is appropriate for working at school Patterns should not be shaved into the hair Jewellery worn must be sensible and any ear rings should be of the stud type Other visible body/facial piercings are not allowed If makeup is worn it should be discrete in nature</p>
<p>All Sixth Form students are issued with a school photographic identification card and a student lanyard. These must be worn around their neck when on the school premises. The lanyard and photo card should be clearly visible at all times.</p>

This list is not exhaustive and individual judgements may be made about the dress or appearance by the Form Tutor, Head of Year, Sixth Form Team or Headteacher Team.



Attendance

What to do if....?

- *I am ill and cannot attend school?*

If you are unwell and cannot come into school, please ask your parent/carer to inform us by telephone or email, ideally before 10:00am. This will ensure that your record is updated to show an authorised absence. If you forget to telephone/email on the day, please inform us as soon as possible.

- *I am ill during the school day?*

If you feel unwell during the school day and feel that you need to go home, please see a member of Sixth Form staff who will authorise you to do so and be able to arrange first aid if necessary and then your attendance record will be updated accordingly.

- *I have a planned absence such as a University visit, school trip or medical appointment?*

Please complete a green 'Leave of Absence' form, available from Mrs Brandham/Mrs Moore in the Sixth Form Office, in advance of your absence. This will need to be signed by staff and a parent/carer before you return it to the Sixth Form Office so that we can update your attendance record.

- *I arrive in school after morning registration has finished?*

If you arrive late, you must sign in using the electronic system which is at the front of school. This will ensure that, although you are marked as late, you will still be recorded as present for the day.

- *If my teacher is absent for a lesson?*

Please ensure you collect the cover work from the subject office and then sign in on the Purple sheet on the Sixth Form balcony, to indicate that you were present for the lesson.

- *If I leave school site during the day?*

Year 12 are only allowed to leave site **at break and lunchtimes** during the school day. You will need to sign in and out at front reception either on the screen or using your ID card.

Year 13 can sign out from 10.30 if you have a study period. If you are remaining in school for period 5 please sign in the pink book on the Sixth Form balcony.



- *I realise I have forgotten to follow one of these procedures?*

If you realise after an absence that you have not informed us of the absence via the appropriate procedure, you must complete a red self-certification form to notify us of the reason that you were not in school. This will prevent an unauthorised absence on your record. Please get the form signed by a parent/carer before submitting it to the Sixth Form Office.

TELEPHONE: 01525 751282 to report absences.

EMAIL: sixthformabsence@harlington.org

Top tips for keeping your attendance high:

- Follow the procedures and if you are not sure then ask us. Communication of your whereabouts is key to ensuring your attendance record is accurate.
- Try to make dental/doctors' appointments outside of school hours.
- Make sure you register promptly in morning and afternoon registration. Ensure you are safe.
- Do not book holidays in term time.
- The first and last days and weeks of terms are important, both socially and academically.
- Missing the odd day can become a habit, which would not be accepted in the workplace.
- Remember that research has proven that attendance links to the grades you achieve... every day counts!

Bursaries

The 16 to 19 Bursary Fund is a scheme to help young people facing financial hardship to stay in full-time education. The scheme is made up of three parts: full bursary/level 1, discretionary bursary/level 2 or discretionary bursary/level 3.

If you believe that you may be eligible for a bursary payment, application forms with further information are available from the Sixth Form office at the start of the academic year.



Academic Studies

How will you know if you are progressing on your courses?

- Academic conversations with your subject teachers during the year, particularly at assessment and reporting time
- Parents' Evenings in both Year 12 and 13. You may also be asked to come in to see subject teachers on an extra parents' evening if they are concerned about your progress
- Reports
- One to one discussions with your Form Tutors
- Communication from the Sixth Form team and contact home

Is the workload of a Sixth Former so different to a GCSE student?

You may think that as you are only studying 3 or 4 subjects in comparison to the many you studied at GCSE, you will have a lot less work to do. However, this will not be the case. Whatever courses you opt for, **your workload will be considerably heavier**, but there is plenty of support if you need it.

What are study periods?

These are lessons allocated on your timetable for independent study. These are not 'free periods' but sessions to complete homework/coursework, do vital research, to review and add to your notes and to revise for your assessments. Please get into the habit of using them wisely to ensure you are meeting deadlines.



Where can I get support and advice?

You will need to adapt to the increased workload and there are a number of resources and people who can support you:

- Your Form Tutor who you see every day; they can give you advice on time management and study skills
- Your subject teachers who can give you advice on independent reading and exam technique
- The Sixth Form team
- Year 13 who went through it last year; they will have advice and tips on how to cope with the increased workload
- Your peers in your year/tutor group/classes
- The learning resource manager in the library will offer you lots of relevant and up to date information about researching areas and using different resources that you may not have accessed
- The Learning Support Team are here to offer you support if you have specific learning needs or just need someone to help you revisit effective revision or learning strategies
- Your family and friends can give you guidance and ideas – do talk to them about your studies and well being
- Careers Guidance Team: for example, careers routes, University/School Leaver programmes, CV and Job search
- You are a fantastic resource. You have survived and succeeded at GCSE level and you already have lots of amazing skills

The key to your success is to have a positive attitude, use your independent study effectively and enjoy your studies.



Facilities

- Library – AD19
- Study room - SF2
- ICT room – SF5
- Sixth Form Café – SF8
- Sixth Form Balcony and Common Room – SF3
- Careers - SF6
- Subject areas also have specific areas available for just Sixth Formers to use

During break and lunchtime, students should be in the Sixth Form areas, not in the main school.

Library

The library was extended and refurbished in 2013/14 and is a fantastic open space just off 'The Street', with seating for 80 students. It is open Monday - Thursday 8am - 4pm and Friday 8am - 3.30pm but is closed between 1.10 and 1.40. There are 40 laptops and 10 iPads for student use, all of which connect quickly to the internet. Printing and photocopying is also available.

Sixth Form students are the predominant users and we apply the expectations of a university library so as to help your transition, allowing for a quiet and meaningful working environment.

The rules of the library are:

- It is a silent work area
- It is a non-eating area; you are only allowed to drink water
- Laptops will be used for academic study, returned to the trolley and plugged in after use
- Mobile phones need to be turned off or on silent whilst in the library

Failure to follow the rules will result in an escalation in sanctions for persistent non-compliance with the library rules and expectations.



Our library management system is 'Eclipse HTML5'. This can be accessed from the H.U.S. website by going to: Students/Library/Link 1 (under the picture). The catalogue can be used to search for books without you needing to log on.

The IMLS App can be downloaded onto a mobile phone or tablet so access to the library system is available at home as well as in school. You can log on using your school email address, your date of birth (i.e.: 14031992) and the school postcode.

Our objective is to provide you with an environment which encourages and assists you with your academic studies.

Lockers

For students who have not already got a locker, the cost is £10, £5 of which is a returnable deposit for the key. A £3 charge is made to replace lost keys. Students should not bring items of a high value or large amounts of cash into school. Please note that we cannot accept any responsibility for loss or damage of personal belongings.

Mobile Phones

Students are permitted to bring mobile phones into school to use during break and lunch times. Phones/headphones should not be visible at other times when students are outside the Sixth Form area.

Drinks

Students can drink still water in lessons. Energy drinks are not permitted in school.

Catering

The school operates a biometric cashless catering system before school, at break and at lunchtime. There is a Sixth Form canteen to be used by the Sixth Form only.



Careers Education Information Advice & Guidance (CEIAG)

Choosing the right university, school leaver programme, higher apprenticeship or career path can often be a challenge. Here at Harlington Sixth Form, we encourage all students to realise their full potential. Whether you are in Year 12 or Year 13, you can access support by having a confidential, impartial careers guidance meeting with a member of the Careers Team. The solution focused, action orientated meeting enables you to make a more informed choice for the future. To book appointments during your study period, go to SF6 or e mail Miss Bayes/Mrs Sears on jbayes@harlington.org/wsears@harlington.org.

Extra- Curricular Activities

Your academic studies are obviously important but so are developing other skills and qualities. Getting involved in extra-curricular activities, both in and out of school, is a fantastic way to extend your expertise and talents, as well as having fun, socialising and keeping active. Developing your skills will make you more competitive in the employment field or strengthen your university/apprenticeship application.

There are a range of opportunities:

- Sports teams and activities/clubs
- Whole school musicals and drama productions
- Being part of and leading Sixth Form Councils
- Fundraising
- Elderly residents tea parties
- Leading /participating in Bake off
- Peer mentoring
- Parents' evening co-ordinators
- Working with faculties
- Voluntary ambassadors
- Leadership opportunities
- School trips



Transport

Sixth Form Parking

Cars

If you wish to bring your vehicle on site, please complete a vehicle registration form which can be obtained from Mrs Brandham/Mrs Moore in the Sixth Form Office.

We have a limited number of car parking spaces. Please remember when you bring any vehicle onto the school site that there is a speed limit; there are lots of pedestrians moving about, particularly at the beginning and end of the day so you must drive carefully and slowly.

Please be considerate about where you park. Please only park in marked bays and do not block in other vehicles or use the Disabled Bays. If there are no appropriate spaces onsite, you may have to park your car offsite; please ensure you do so safely, legally and with consideration to residents. Arriving early or car sharing is advisable to ensure access to a space.

Motorcycles

You may bring your motorcycle onto the school site but to do so all motorcycles must be parked in the cycle shed at the front of the school, near the science block entrance. Please complete a motorcycle registration form which can be obtained from Mrs Brandham/Mrs Moore in the Sixth Form Office.

Buses

The school buses are run by Central Bedfordshire Transport Team who can be contacted on 0300 300 8339.

Bus passes must be applied for termly and shown at all times. There is no daily payment so passes must be bought in advance. There are privately run buses from Luton, Houghton Regis and Shefford.



Access to Harlington Office 365 Account

To access your Harlington Office 365 account, please follow the instructions below:

Browse to <https://outlook.office365.com>

Log in using your email address which is: username@students.harlington.org

Use your school login password

Alternatively, you can access it via the Harlington website www.harlington.org

From the drop down menu select 'students'

From that menu select 'student remote desktop/Office365'

A welcome page will appear, then click on the **LINK** at the bottom of the page.

This will take you to the login page.

If you experience any problems accessing your account, please see Mr Farnham in room B1

Unfortunately due to licensing costs, the password reset function cannot be used

Printing

Students should only print when necessary to the printer in SF3 or the library. Students should also collect all printing work immediately.



Wireless Internet Access for Sixth Form Students

You must read this information before connecting to the network. DO NOT give these details to any other students.

Bring Your Own Device (BYOD) Policy (Sixth Form students only)

Background

The School recognises that as technology has changed more students have access to Internet capable devices. This should be seen as a resource and provide an opportunity to enable quick and easy access to the Internet to enhance learning. Therefore, students in the Sixth Form are permitted to connect to the school wireless network using their own, personal device for **educational purposes only**.

Guidelines for use of personal devices

- The use of personal devices falls under the school's IT Acceptable Use Policy. Using the device for personal reasons is not allowed.
- Use of personal devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher or for private study in the designated study areas.
- The use of a personal device is not to be a distraction in any way to teachers or other students.
- Attempting to bypass or alter the system settings would be regarded as unacceptable behaviour and would result in a school sanction.
- Personal devices must not be charged at school.
- Use of personal devices to access the internet in school via the students own 3G/4G mobile connection is at the students discretion and any inappropriate behaviour related to its usage while at school could result in a school sanction based on the schools behaviour policy.



Access to the wireless network

Sixth Form students should connect firstly to the wireless network using the school's generic wireless password followed by their usual student login when prompted.

Students who use the school wireless network **MUST NOT** tether or create a wireless hotspot with their device.

School Liability Statement

Students bring their devices to use at school at their own risk. Students are expected to act responsibly with regards to their own device, keeping it up to date and as secure as possible.

Harlington Upper School is in no way responsible for:

- Personal devices that are broken while at school or during school activities
- Personal devices that are lost or stolen at school or during school activities
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)
- The school will not be liable for any viruses, malware or spyware contracted while using the wireless network within school

Any inappropriate or illegal sites visited or actions taken using the school wireless network will result in immediate action in line with the schools acceptable IT usage policy and school behaviour policy.



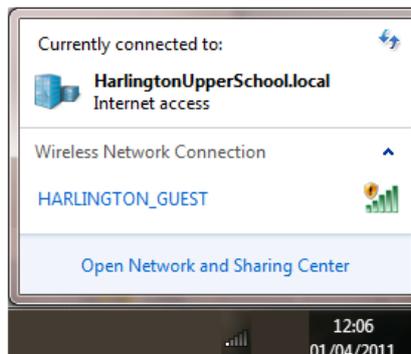
To connect to the guest wireless

Choose to view available wireless networks.

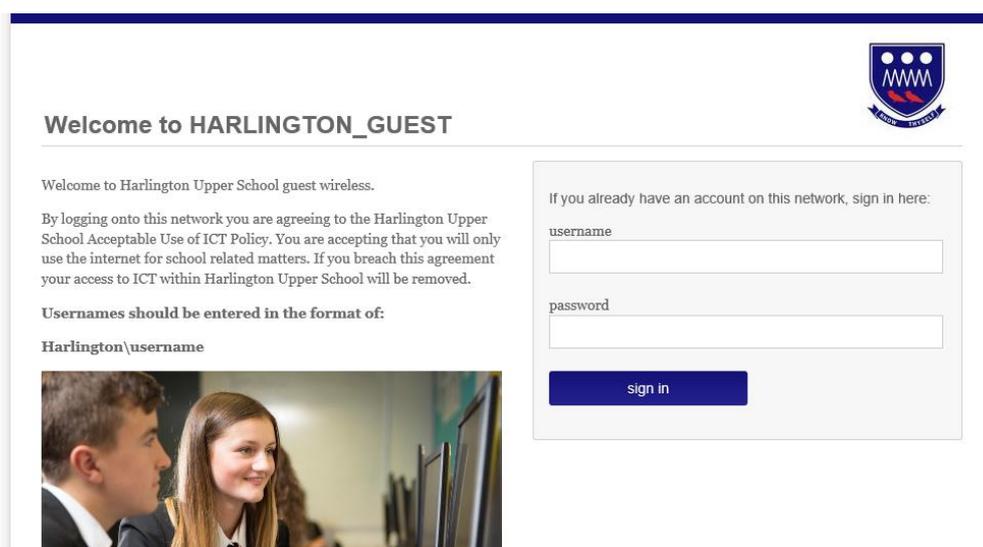
You should see "HARLINGTON_GUEST" listed, to connect just double click this network and enter the current password which can be obtained by speaking to Mrs Brandham/Mrs Moore in the Sixth Form office for laptops only.

This password will be changed on a regular basis.

Windows 7/8/10



Once you have connected to the guest wireless, open your internet browser and you should see the welcome page. Log in using the username format of Harlington\username and your school computer password.





Logging on to Remote Desktop (RDS) - Accessing your student files

From school website www.harlington.org

Click on the Student tab

Click Student Remote Desktop/Gmail

Download and run the Student Remote Desktop shortcut

The password is available on the TV screens in the street

Double click the Remote Desktop shortcut

Username: same as your normal student log in WITH harlington\ in front:-

harlington\joebloggsaa

Password: your normal student password

Follow the screens until you get this message:

“connecting to rds”

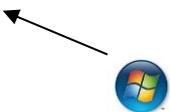
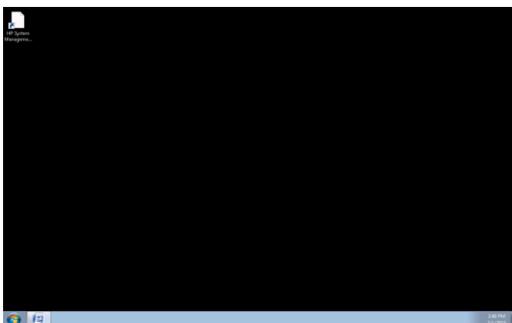
You then get a black screen with the Windows menu circular icon in the bottom left hand corner

It may take a couple of minutes to get to this screen first time as it needs to be configured

This is your Remote Desktop

Click the circular windows button in the bottom left hand corner and the menu will pop up.

Click All Programs and this menu will appear



Windows Menu icon – all your student files will be here



Year 12 and 13 Tutor groups

Year 12

Reg	Form Tutor	Room
12 H	Mrs C Godleman	L6
12 A	Mr C Wright	B6
12 R	Mrs D Lambert	L10
12 L	Mrs L Hymus	S3
12 I	Mr R Craze	L5
12 N	Mr J Keeling	B4

Year 13

Reg	Form Tutor	Room
13 H	Mrs J Beresford/Mrs V Gunn	T17
13 A	Mrs V Lumley	S9
13 R	Mrs K Stocker	H7
13 L	Mrs R Gibbs/Mrs C Maiello	A12
13 I	Mrs S Page	H14