

SIXTH FORM HANDBOOK

FOR

STUDENTS & PARENTS

2016 - 17



We are pleased to provide this handbook for Year 12 and Year 13 which gives you information regarding Sixth Form study and procedures. It is not in exhaustive detail, but we hope it gives all interested parties some idea of our Sixth Form as students embark on this new and exciting phase in their educational career.

We work hard to ensure students have been enrolled on a suitable course and we hope, through a partnership between the school, students and parents, that significant success is achieved by all our students.

We enclose here:

- Information on the curriculum students will follow
- Some reminders about our expectations of students, the procedures we follow and how they can be supported by parents and carers

As students continue their education we know that we all want the best educational results.

Teachers at Ousedale are confident that they can ensure that students fully reach their potential. It is a remarkable Sixth Form with a true sense of identity and community coupled with excellent academic results.

In preparation for university or employment, students are expected to take more responsibility for themselves, in terms of listening to and acting upon instructions.

If there are any comments or concerns please do not hesitate to contact the respective Form Tutor in the first instance. We will always do our best to assist in matters affecting learning, progress and well-being in school.

Mr Chris Whiting Assistant Headteacher (KS5)



PASTORAL & ACADEMIC SUPPORT STRUCTURE

Current Sixth Form Team

Assistant Headteacher (KS5) Mr Chris Whiting

Head of Transition & Widening OpportunitiesMs Siân Moulds

Assistant Head of Sixth Form/Head of Year 12 Mr Craig Poulton

Head of Year 13 Miss Amie Smith

Sixth Form Manager: Mrs Valerie Child

Post-16 Student Learning Mentor Mrs Ellen Wallis

Gallery/kitchen supervisor: Mrs Katrina Holton



1. OUSEDALE'S EXPECTATIONS OF SIXTH FORM STUDENTS

As a member of Ousedale Sixth Form, students are accepting being part of a community whose aim is to allow students to achieve their full potential. As part of Ousedale School, the Sixth Form also has a role to play in the wider community of the school, both by setting an example for younger students and taking on responsibilities within the school community. Students in the Sixth Form are expected to take responsibility for their own learning and we expect students to work alongside staff, be committed to learning and to strive for success so that they can achieve their potential.

10 GOLDEN RULES

- 1. I will take on the responsibilities of being senior members of the school community by abiding by all aspects of the school's code of conduct.
- 2. I will be fully prepared and equipped for all lessons (including being punctual, enthusiastic to learn and motivated to work hard).
- 3. I will attend registration and all lessons staff should be notified of known absences at least two school days in advance (using the leave of Absence form). Refrain from taking holidays and organising appointments during term time. For unknown absences, students should contact the Sixth Form Office by 9.30am on the morning of the absence. All absences from school must be supported by a note from the student's parent / guardian.
- 4. I will be prepared and have work to do at times when I do not have formal timetabled lessons (i.e. Non-Contact & Private Study).
- 5. I will complete work for the deadlines that are set by subject teachers and Form Tutors, understanding there are consequences for non-completion
- 6. I will be engaged in study for approximately 32-35 hours per week. (Part-time work not to exceed the recommendation of 12 hours per week).
- 7. I will work quietly and not disturb other people in the Sixth Form Area & Library. (Silent work only in Private Study Area).
- 8. I will correctly use computer facilities. Personal back up files should be kept for all work. Misuse will affect rights of access to these facilities.
- 9. I will look after and respect the areas given to the Sixth Form and abide by specific rules relating to areas such as the Private Study Area.
- 10. I will abide by the Sixth Form Dress Code and rules regarding smoking on or within sight of the school.



2. CURRICULUM

Students follow a broad curriculum. The <u>core</u> curriculum provides opportunities for students to look at issues relevant to 16-19 year olds, as well as providing an extensive careers information, advice and guidance programme.

In addition, the majority of students will study 4 subjects to AS and/or A Level or a combination of AS/A levels and BTECs.

Students re-sitting any GCSEs in Maths, English & Science may follow a slightly reduced timetable. It is compulsory for students to continue studying English Language and Maths until a minimum Grade C is achieved at GCSE level.

It is expected that students will study at least 3 courses in Year 13 plus the core curriculum, which will be delivered on a Wednesday Period 5 where students will follow our Ousedale transition programme, preparing for life beyond Ousedale. This includes elements of PHSE, financial planning and key social issues including values.

We firmly believe in delivering a rounded education post 16 and the core element and option programme is an integral part of this delivery. Being a member of Ousedale School's Sixth Form means that attendance at core element lessons is compulsory. Activities in these elements will, furthermore, achieve credits in the Ousedale Award.

Individual mentoring sessions will also be organised by the student's Form Tutor.

Other enrichment opportunities such as the Duke of Edinburgh Award, Young Enterprise programme and Sports Leadership Awards are available and students are encouraged to take advantage of these. The Extended Project Qualification is a further curriculum opportunity available to Year 13 students.

2a. MFFTING OF DFADLINES

Deadlines for the handing in of work should always be met. Coursework deadlines, related to external examinations, are available from subject departments. If a student fails to hand in coursework by the deadline, they will forfeit their entry to that module of the examination.



3. STUDENT ASSESSMENT IN YEAR 12

Regular checks on student progress are made during the year. There are three Progress Reviews per year; the results of which are sent back to parents via the student. Students will discuss, with subject teachers and Form Tutors, appropriate targets to help them improve their performance. Parents' evenings are held for Year 12 students in October and April.

Should you wish to follow up any issues related to the performance check, please contact in the first instance the Form Tutor.

Year 12 written examinations occur in May and June and some Financial Studies exams are held in July, but some practical examinations start in March. In some cases, prerelease material is issued before the examination period. It is important that students do not take time out of school for holidays, as vital preparation for exams may be missed.

If a student leaves a course early, parents are liable for the cost of the examination fee if it has already been paid.

Parental support is invaluable in helping students to organise their time effectively and by encouraging them to meet coursework deadlines and to achieve their personal targets.

STUDENT PROGRESSION INTO YEAR 13

Students must achieve Grade **D** in their end of Year 12 exams to ensure progression on to the Year 13 course in a particular subject.

Where a student achieves Grade **E**, the offer of a place will depend on departmental recommendation. (This will depend on attitude to learning, behaviour, attendance issues etc in Year 12 known to the department).

Students achieving a Grade **U** will not be allowed to go on to the relevant Year 13 course.



4. STUDENT ASSESSMENT IN YEAR 13

Progress is reviewed three times a year in Year 13 and parents evenings are held in October and February. Through discussion with Form Tutors and subject teachers, targets are set using the 'One to One' meeting system. Should students wish to follow up any issues related to the performance check they need to contact their Form Tutor in the first instance.

Year 13 examinations occur from May onwards. In some cases, pre-release material is issued before the examination period. It is important that students do not take time out of school for holidays during this critical time, as vital preparation for exams may be missed.

If a student leaves a course early they are liable for the cost of the examination fee.

5. INDEPENDENT LEARNING

Students in Year 12 & Year 13 are expected to do the equivalent number of hours of private study as they have lessons.

All students in Year 12 have a number of timetabled, supervised private study lessons undertaken in the Private Study Area of sixth form. Students are registered for these sessions. Unauthorised absence will be dealt with using the normal disciplinary procedure.

It is important to make best use of this time in the Library and Sixth Form study areas. Learning to motivate oneself and take responsibility for one's own learning is central to Sixth Form study, and life beyond Ousedale.



6. ATTENDANCE

Ousedale students have a good record of attendance. Parents will receive an attendance printout 3 times per year. We would like everyone to aim for an attendance record of at least **95%.** (in line with OFSTED's expectations of Post-16 students) as persistent or intermittent absence does have an adverse effect on progress. In any reference, attendance is normally commented upon, based on the following:

Excellent: 98%
Good: 95-97%
Satisfactory: 90-95%
Concern: 90%

The register is also used for auditing and Health & Safety purposes, so it is vital that students record their attendance accurately. Students in the Sixth Form register with their Form Tutor each morning and afternoon. Students need to inform the Sixth Form Office (tel.no. 01908 327410) of unplanned absence, by 9.30am on the morning of absence. **On return to school a written PARENTAL note explaining the absence should be handed into the office.** For absences known in advance, students need to gain authorisation for these by completing a leave of absence form, obtained from the Sixth Form office, at least **2** school days before the absence commences.

The table below shows which types of absences can be authorised under such circumstances: (Formal disciplinary procedures will be used if a student does not register properly or deliberately misses lessons).

Authorised Absence

- 1. Medical appointment which cannot be arranged outside school hours
- 2. A religious holiday
- 3. Unwaged work experience placement
- 4. Attendance at a funeral or wedding
- 5. A driving test

Unauthorised Absence

- 1. Holidays
- 2. Part or full-time work, not part of a student's programme of study
- 3. Leisure activities
- 4. Babysitting younger siblings
- 5. Driving lessons



6a. HOLIDAYS

There is no right to take a child out of school for a holiday.

Any requests for holiday will not be authorised and parents could be fined by the legal interventions team at the local authority if they take an unauthorised leave of absence.

Students will be involved in public examinations from May onwards and other coursework commitments span the year.

Teaching continues throughout the year for Year 12 students and there will not be a 'study leave' period.

6b. MEDICATION/ILLNESS

Students taken ill or having an accident at school will be seen by our school Matron. She alone will determine whether or not a student needs to go home or receive treatment beyond the school.

ON NO ACCOUNT SHOULD STUDENTS LEAVE THE SITE FOR REASONS OF SICKNESS WITHOUT FIRST HAVING SEEN MATRON OR SIXTH FORM OFFICE.

With the exception of asthma inhalers all medication should be lodged with, and administered by, matron. Parents of students with long-term illnesses are advised to keep Matron informed of progress. Students should not return to school on crutches without parents having first contacted Matron.

6c. PART-TIME EMPLOYMENT

There are many benefits to students working part-time, but it is important that students do not take on too many hours. We recommend that part-time employment should be limited to a maximum of 8-12 hours a week. Research shows that any more than this will have an adverse effect on students' work and their results.

Students should not organise to work during the school day as, in joining the school, they are agreeing to be full-time students.



7. TRIPS AND VISITS

Depending on the nature of a student's course, they will be involved in a range of visits during the course of the year. In some instances, staff will wish to take students on a visit in the local area. In other cases, students may be expected to undertake individual research for a project which will involve them going into the local area unsupervised, or a student may wish to take advantage of an opportunity that becomes available, i.e. University Open Days (max 5 per year to be taken in school time). We would, of course, expect them to behave in a safe, mature and responsible manner.

It is the students' responsibility to catch up on any work missed from other subject areas. No more than **5** days should be taken for visits in any one academic year.

8. DRESS CODE

As a member of Ousedale Sixth Form you are not expected to wear a school uniform. However, you are a role model to the younger years and you are expected to dress in a way that is smart and appropriate to the school environment.

- Trousers (tailored/chinos)
- Jeans (not faded or ripped)
- Collared shirt/plain polo shirt
- Shoes/boots/converse/trainers
- Jumper/cardigan
- Waistcoat (optional)
- Jacket (optional)
- Suit (optional)
- Tie (optional)
- Skirt/dress (no shorter than half way between the knee and top of the leg)
- Blouse/top/t-shirt

Following items are **NOT** allowed:

- Shorts/skorts
- Tracksuits/jogging bottoms
- Beachwear or excessively loud baggy shirts
- Hats inside school boundary-during inclement weather, they may be worn between buildings
- Baggy or casual sweatshirts/hoodies unless zip up
- Bright shoes-lime green/orange for example
- Fabric walking boots, Ugg boots and flip flops



Remember:

- Trousers must be high waisted enough so that underwear is not exposed
- Tops with slogans or conspicuous logos are not permitted (eg football/rugby shirts)
- Excessively revealing clothing is unacceptable, this may include very tight clothing which reveals too much and clothing which does not completely cover the stomach/waist
- Hairstyles and hair colour should be in keeping with the office dress ethos. Hair should not be dyed excessively bright colours
- Excessively sized jewellery should not be worn, this includes large ear hoops
- A nose or tongue stud is acceptable, lip and eyebrow studs/rings are not

The Dress Code will be monitored and sanctions will be put in place if a student persistently fails to meet the conditions of the Dress Code. If a person breaches the dress code they will be given a warning-this warning will result in a pink slip being completed on the SIMS SYSTEM. If a person breaches the code for a second time whey will be asked to go home and change-if this is not possible they will be directed to study with a member of the Sixth Form Management Team. A further deliberate breach of the code could result in exclusion. Only Sixth Form PALs or SLT can direct a student to study with them and will make the final judgement as to whether something breaches the dress code.

9. ENVIRONMENT

As a community, we wish to have a suitable environment for study and expect all students to work together for this aim. We are fortunate to have a modern, up-to-date Sixth Form building with excellent facilities which provides a pleasant working environment. Students are expected to respect this area so that it provides a place for purposeful study. Smoking and the drinking of alcohol are not permitted in or **in sight of** the school.

10. PARKING ON SITE

A limited number of places for Sixth Form student may be available, but we cannot provide all students a place. Students wishing to request to park on site need to complete an application form. If places are available, priority will be given to students coming from the furthest distance and those who car share.

11. ENCOURAGEMENT OF PARTICIPATION

Ousedale has a long tradition of offering students a range of extra-curricular opportunities, from specialist subject clubs to broad cultural and sporting activities, including very successful Duke of Edinburgh and Young Enterprise schemes.



Sixth Form students are ideally placed to not only participate in these, but to help with their provision. Such involvement develops many skills which are highly regarded by employers and universities.

12. WORK EXPERIENCE/COMMUNITY SERVICE

Some courses may encourage students to undertake some Work Experience. Other students may need to organise some Work Experience or Community Service for particular career areas, e.g. teaching or medicine. Students are encouraged to use the July Ace Days for work experience. In 2017 this will be July 10th-July 14th.

All students should aim to contribute to the school or wider community in some way.

Participation within school and the wider community will be recognised through the Ousedale Award.

13. CASHLESS CATERING

Ousedale operates a biometric cashless system in its school canteens and Sixth Form Servery.

Students can put money onto their account online; parents can send cheques directly to the Finance Office – please indicate on the back the student's name and form. Alternatively, parents can use parentpay which can be accessed via the schools website. Money will be credited to the student's account which can then be used to purchase food.

Students entitled to free school meals will have their accounts automatically credited daily just before lunch. If a student leaves the school, money still in the account can be claimed from the Finance Office. Money unclaimed after a period of a month from the leaving date will be given to charity.

14. CHANGES OF ADDRESS/EMERGENCY CONTACTS

We ask that parents inform the Sixth Form Office, in writing, of a change of address / email address or other personal circumstance. It is important that we are notified of any

change to parents' day-time phone contact numbers. This is essential information in times of emergency such as accidents.



15. FINANCIAL HELP/OUSEDALE BURSARY FUND

Financial assistance may be offered to students with low income, changed financial circumstances at home or who may struggle to complete courses for financial reasons.

Applications can be made to Mr Whiting. Copies of the Ousedale School Bursary Fund Policy are available from the Sixth Form Office.

16. CAREERS INFORMATION, ADVICE AND GUIDANCE

All students will continue to receive Careers Information, Advice and Guidance. Work will involve further aspects of:

- Self-assessment
- Decision making
- Opportunity awareness
- Preparation for moving beyond Sixth Form study

In January a Higher Education Evening will be held to introduce students to some of the opportunities available at university. Regular information on Open Days is publicised through displays in the Sixth Form Centre, School and via email.

From May, time will be devoted to the drafting of personal statements in readiness for making job and university applications. Applications to universities are made on-line via the UCAS APPLY service.

Students need to be aware that some popular degree courses (such as Law and Medicine and entry into Oxbridge) at particular universities, require students to sit additional tests, which need to be organised by students themselves that wish to access these courses before the end of Year 12.

17. GRIEVANCE PROCEDURE

If you are unhappy about some aspect of a course, or have a complaint of any nature, you should in the first instance refer the matter to the subject teacher or Form Tutor. If it cannot be resolved at this level, you should speak to the PAL or Head of Sixth Form. If it is still not resolved, a written appeal should be made to the school's Headteacher.



18. DISCIPLINARY PROCEDURE

An informal word with a student should normally be sufficient in the majority of cases. Where a student does not respond to the informal approach, then it will be necessary to use the formal disciplinary procedure, which goes through a series of warnings, which need to be documented.

Post-16 Disciplinary and Communication Stepped Response

Issue	Action	Key member of staff
 Homework/course work has been missed for the first time The student has been disruptive or asked to leave the classroom, 6th form centre or library for the first time The students attitude towards learning is unacceptable for the first time 	 Discussion with student, helping them to understand the benefits they will gain from following the expectations Log warning on to the SIMS system. 	Subject teacher and subject leader
 Homework/course work late or not completed 3 times (recorded on SIMS) Student has been absent between 3-5 days of the school week and would struggle to catch up on work missed Persistent low level disruption in class, 6th form centre or library 	 Discussion with student Place student on Positive Intervention. Log student's status as positive intervention on SIMS and inform Head of Year and Form Tutor via SIMS. 	Form Tutor/Subject teacher and subject leader
Student has failed to meet their positive intervention targets by the deadline. This could include behaviour such as: Continued or larger number of homework/course work not completed The students attitude towards learning is not improving Continued low level disruption in class, 6 th form centre or library	 The student is now placed on 'Additional Intervention'. The student must attend compulsory sessions after school with the head of year. It is the student's responsibility to collect work from their subject teachers. Within time after school students must set mini goals/targets for the work they must complete, agreed with the PAL. Logging information on SIMS is now the responsibility of the head of year. Phone call home and a meeting with student and parents arranged with Head of Year. Discussion of whether 6th form is the correct environment. 	PAL
 Failure of additional support, i.e. not turning up to after school sessions Continued poor behaviour as outlined above 	 Final written warning. Possible denial of progression into Year 13/exams. Discussion with parents of options other than Ousedale sixth form. 	Head of 6 th form CRW



Adolescence can be a turbulent time and a minority of young people do experience not inconsiderable anxiety due to relationship, work, self-image and health pressures. Parents and teachers will, we know, do their best to help but in extreme cases it is recognised that specialist guidance may sometimes be necessary. Former students and their parents have found the following of help:

Youth Information Service (YIS) (information, advice and counselling)	01908 253414
Citizens Advice Bureau	01908 604475
Education Welfare Service	01908 366042
NHS HEALTH	111
MK Rape Crisis Centre	01908 253169
Brook Advisory Service	01908 606561
MK Bereavement Service	01908 231292
Victim Support	01908 231423
Social Services	253772/605650
Samaritans	01908 667777
NSPCC (Helpline)	0808 800 5000
Newport Pagnell Medical Centre	01908 611767