



# **SIXTH FORM HANDBOOK**

**FOR**

**STUDENTS & PARENTS**

**2018-2019**



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
- Assessment and monitoring procedures
- Support and guidance provided, including careers and higher education
- 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.

Mrs Nicola Wheatland  
Senior Assistant Headteacher – Director of Sixth Form



# PASTORAL & ACADEMIC SUPPORT STRUCTURE

## Current Sixth Form Team

<b>Senior Assistant Headteacher/Director of Sixth Form</b>	Mrs Nicola Wheatland
<b>Head of Year 13</b>	Miss Amie Smith
<b>Head of Year 12</b>	Mrs Amanda Powell
<b>Head of Transition and Widening Opportunities</b>	Ms Siân Moulds
<b>Sixth Form Manager</b>	Mrs Crystal McCarthy
<b>Post-16 Student Learning Mentor</b>	Ms Claire Tierney



# 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 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, parents 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. All work missed due to absence must be caught up.
4. I will arrive at school on time and am aware that sanctions will be imposed for lateness.
5. I will complete work for the deadlines that are set by teachers, understanding there are consequences for non-completion
6. I will be prepared to have work to do at times when I do not have formal timetabled lessons. 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 premises. I will wear my lanyard at all times.



## 2. CURRICULUM

In addition, the majority of students will study 3 subjects to A Level or a combination of A levels and BTECs.

Students will also be able to opt for a range of enrichment opportunities as part of the core curriculum including sport, an additional language and first aid. They will also follow our Ousedale transition programme, preparing for life beyond Ousedale. This includes elements of PHSE, financial planning and key social issues including values. 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 students.

Students will be expected to re-sit English Language and/or Maths if a minimum Grade 4 is not achieved at GCSE level.

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. PROBATION PERIOD

There will be a Probation Period for all students who enter the Sixth form. During the first half term we will monitor and track progress. Students must demonstrate that they are meeting standards regarding academic work, effort, behaviour, attendance and punctuality.

The reason for this is to ensure that all students make a successful transition from year 11 to year 12 and are able to cope with the increased demands and expectations of A Level study.

**For successful completion of the probation period, students will need to meet the following criteria:**

- Attendance is at least 95%
- 100% punctuality
- No behaviour issues
- Completion of transition work
- Successful completion of September light touch progress assessments
- 

**Failure to successfully complete the Probation period may result in additional interventions being put in place or your place in our Sixth Form being withdrawn.**

Each subject will provide transition tasks to be completed over the summer which must be handed in during the first week of lessons. Transition work can also be collected on results day if you do not attend the Induction days or change courses following the issue of GCSE results.

Progress assessments will cover elements of transition work, recap prior knowledge and skills and include knowledge taught in the first month and will take place by the end of September.



## 4. 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 February.

**Should you wish to follow up any issues related to the Progress Review, in the first instance please contact the Form Tutor.**

Year 12 internal examinations occur in May. 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

All courses offered at Ousedale Sixth form are two year linear courses. Following year 12 internal end of year exams, we will review every student's progress, putting interventions in place where necessary. Behaviour, attendance, attitude to learning and homework will also be taken into account.

## 5. STUDENT ASSESSMENT IN YEAR 13

Progress is reviewed three times a year in Year 13 and parent's 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 you wish to follow up any issues related to the Progress Review, in the first instance please contact the Form Tutor.**

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.



## 6. 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.

## 7. ATTENDANCE

Ousedale students have a good record of attendance. Parents will receive an attendance report three times a year, which will be issues with Progress Reviews. 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. Parents need to inform the Sixth Form Office (tel.no. 01908 327410) of unplanned absence, by 9.30am on the morning of absence.

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).



<u>Authorised Absence</u>	<u>Unauthorised Absence</u>
1. Medical appointment which cannot be arranged outside school hours	1. Holidays
2. A religious holiday	2. Part or full-time work, not part of a student's programme of study
3. Unwaged work experience placement	3. Leisure activities
4. Attendance at a funeral or wedding	4. Babysitting younger siblings
5. A driving test	5. Driving lessons
6. Up to 5 visits to universities which do not have an open day held over a weekend	

## 7a. HOLIDAYS

Year 13 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.

## 7b. 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.



## 7c. 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.

## 8. 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.

## 9. DRESS CODE

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

- No denim, trainers (additional guidance on footwear given, please check if unsure of what is acceptable), shorts, vest tops, large logos or slogans, hoodies or caps
- Boys – collared shirt/polo shirt, trousers or chinos, jacket/tie optional
- Girls – skirt (suitable length), trousers, smart blouse or top, smart dress
- No extreme hair colours, facial piercing (except nose stud)

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 behaviour point being completed on the SIMS SYSTEM. If a person breaches the code for a second time they 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 Leadership 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.



## **10. 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.

## **11. PARKING ON SITE**

A limited number of car parking spaces are available for Year 13 students. If they wish to park on site, they need to apply for a place, by completing a form available from the Sixth Form office by the end of Year 12. Priority will be given to those students who live some distance from school and those who car share. Students living within 20 minutes' walk from the school will not be considered for a place. Any student whose driving is deemed inappropriate or dangerous will be banned from parking on site.

## **12. 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.

## **13. 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 2019 this will be July 10<sup>th</sup>-July 12<sup>th</sup>.

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.



## **14. 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.

## **15. 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.

## **16. 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 Mrs Wheatland.

Copies of the Ousedale School Bursary Fund Policy are available from the Sixth Form Office.

## **17. 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.

## **18. 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 Director of Sixth Form. If it is still not resolved, a written appeal should be made to the school's Headteacher.

## **19. 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 will be documented.



## 20. ADDITIONAL HELP AND SUPPORT

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:

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