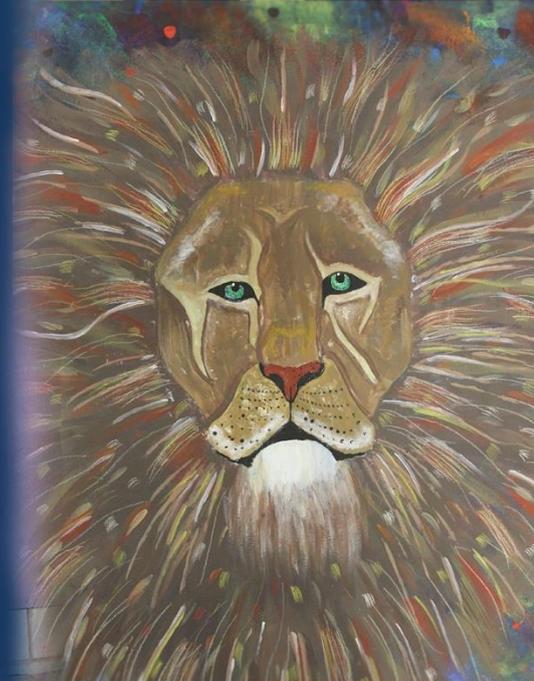


Parents Handbook 2017-18



September 2017

Dear Parent /Carer,

I know that you will want to provide every encouragement and support to your son / daughter during their time in the Sixth Form at Stratford upon Avon School, and to help them benefit fully from Sixth Form life.

This handbook is designed to assist you by summarising the information you may need, and providing a calendar of relevant events. All Year 12 students have been issued with a Student Handbook giving contacts, services available, and our expectations for all students within our Sixth Form.

We want all students and their parents / carers to feel happy and secure whilst they are with us. Should you have any concerns about the academic progress or welfare of your son / daughter, please do contact us early so that we can work together to resolve any problems.

Sixth Form education places very new demands on students, particularly in the amount of study needed beyond their lessons. We would be grateful if you could reinforce this expectation. In conjunction with excellent attendance, students need to use their time when not in timetabled lessons to study, using the designated study rooms / Learning Resource Centre. It is our recommendation that students should spend an hour in private study for every hour taught within the classroom i.e. a minimum of 5 hours per week, per subject.

With the inevitable pressure of school work and its importance in providing access to future career paths, we ask you to monitor your son / daughters' other commitments, particularly part-time employment, which should not take priority over their study. Whilst the skills gained through employment are useful, research confirms that regular paid employment occupying more than 9 hours per week will impact upon a student's educational achievement.

Please do not hesitate to contact the school should you have any questions or concerns. We look forward to working with you.

Yours faithfully,

Mrs A McLeary
Head of Sixth Form

School Website Address: www.stratforduponavonschool.com
School Main Telephone Number: 01789 268051
School email: staff@stratfordschool.co.uk
School Absence Line: 01789 209296

Useful Telephone Numbers / Email addresses:

Staff	Contact details
<p>Mrs A. McLeary Head Sixth Form <i>Curriculum Issues</i> <i>UCAS</i></p>	<p>01789 416703 amcleary@stratfordschool.co.uk</p>
<p>Mrs J. Dove Post 16 Development Coordinator <i>Student Bursary</i> <i>Post 18 options</i> <i>Work Experience</i></p>	<p>01789 416606 jdove@stratfordschool.co.uk</p>
<p>Miss Strickland Learning & Study Skills Facilitator <i>Supervised Study</i> <i>EPQ</i></p>	<p>cstrickland@stratfordschool.co.uk</p>
<p>Mr D. Wallace Careers and CEIAG Manager</p>	<p>01789 268051 dwallace@stratfordschool.co.uk</p>
<p>Ms C Sampson-Marr Assistant Head teacher <i>Sixth Form link</i></p>	<p>csampsonmarr@stratfordschool.co.uk</p>

Key Dates

Autumn Term 2017		Spring Term 2018		Summer Term 2018	
4 th September	First day of term	8 th January	Staff Learning Day	16 th April	First day of term
4 th October	Year 12 Tutor evening	9 th January	First day of term for students	16 th - 20 th April	Year 12 Formal Assessments
19 th October	Assessment point 1	9 th – 22 nd January	Year 13 PPE's	24 th May	Assessment point 4
20 th October	Staff Learning Day	17 th January	Year 12 Parents evening		
		31 st January	Year 13 Parents evening		
		2 nd February	Staff Learning Day		
23 rd -27 th October	Half Term	19 th -23 rd February	Half Term	29 th May-1 st June	Half Term
14 December	Assessment point 2	5 th -9 th March	Year 13 After school assessments	8 th June	First A level exam
		15 th March	Assessment point 3		
		TBC	Higher Education Evening	June TBC	UCAS training
		TBC	Apprenticeship evening	5 th July	Assessment point 5
27 th December – 9 th January	Christmas Holiday	3 rd – 13 th April	Easter Holiday	23 rd July	End of Term 2018

Timing of the school day

8:45 – 9:05	Register / Assembly
9:05 – 10:05	Period 1
10:05 – 11:05	Period 2
11:05 – 11:25	Break
11:25 – 12:25	Period 3
12:25 – 1:10	Lunch
1:10 – 2:10	Period 4
2:10 – 3:10	Period 5

Sixth Form notices takes place every Monday morning in the Main School Hall, 8.45am – 9.05am.

Stratford upon Avon School
Sixth Form / Student Agreement

What students can expect from us...	What we expect from students...
<p>Strong pastoral support from their form tutor and the Sixth Form team.</p> <p>Detailed feedback on their academic progress through Interim Assessments, Learning Review, Parents Evenings, Internal assessments.</p> <p>An Enrichment programme may include</p> <ul style="list-style-type: none"> • Young Enterprise • Peer Mentoring • Sport • Duke of Edinburgh • EPQ <p>Regular advice and guidance on Careers and Higher Education.</p> <p>Guidance and assistance with the completion of UCAS.</p>	<p>A commitment to their course, maintaining an excellent attendance and punctuality record.</p> <p>To adhere to our Sixth Form Student Code of Conduct</p> <p>To meet all subject deadlines.</p> <p>A desire to take on the challenges that our Sixth Form can offer to develop those important skills which enable students to operate independently.</p> <p>To take on the responsibility of a senior student role by wearing Sixth Form dress and assisting, where possible, in the smooth running of the Sixth Form and school.</p> <p>To look for opportunities to take an active part in the wider community beyond the school</p> <p>To plan ahead for Post 18 choices.</p>

Stratford upon Avon School Sixth Form Expectations 2017-18

Students within the Sixth Form are considered young adults who should set a model of good behaviour and attitude to study for students in younger years. As such, they are considered able to make informed choices about their conduct. We expect:

- 95% attendance at all lessons
- Punctuality to registration and lessons
- Responsible behaviour in and around the school
- Adherence to the expectations for Sixth Form including dress code
- Respect for all within the school community
- The completion of all schoolwork on time.
- Adherence to the Bring Your Own Device policy
- Adherence to the part-time employment agreement

Entry to the Sixth Form

Students have been offered a place in the Sixth Form subject to the following conditions:

1. That an appropriate course is available
2. That the student has achieved the entry requirements for the courses chosen
3. The student has shown a commitment to learning
4. The student has a good behaviour record in Year 11

Students who have not met criteria 3 or 4 may be offered a place, but continued study in the Sixth Form will be dependent on a review in October of that academic year. The student contract will form the basis of the October review. If the student fails to meet the agreed academic, behaviour, attendance or punctuality targets they will lose the right to their place in the sixth form.

Attendance:

All Sixth Form students are expected to attend school at all times.

Your son/daughter is required to:

- Attend and register in their Form room every morning at 8.45 a.m.
- If they are late, they must sign in at Student Services.
- For planned absence they must complete a '**Day's Leave Form**' (available from outside the sixth form office).
- If they are ill or unable to attend school someone must ring us on **each** day of absence - **01789 209296**
- Should they leave the school site during lunch time they must sign out by the Sixth Form entrance and upon their return sign in again.
- If they have no lesson P4 they must sign in by the Sixth Form entrance.
- If they have a medical appointment they must provide evidence.

- Parents will be informed swiftly if their attendance and / or punctuality become a concern
- During non-contact periods they are required to remain on site and either:
 - Continue with Independent study
 - Undertake enrichment activities.

Independent Study

Being a Sixth Form student is very different from life as a Year 11 student. Tasks such as projects, coursework, essays and presentations will have specific deadlines. Missing a deadline will undermine a student's learning and will result in an after school referral.

To be successful they must study beyond the set pieces of work. If they think they have nothing to do they should:

- Read through work from their last lesson
- Made a note of any points which need clarifying
- Researched different points made in lessons
- Try to prepare for the next lesson
- Do an adequate amount of background reading
- Redraft pieces of work already marked in the light of their teachers' comments
- Reworked examples studied in class
- Looked at past papers
- Searched relevant web sites

Studying in the Sixth Form

Stratford upon Avon school aims to provide a supportive and purposeful atmosphere for all students to develop their learning and achieve high academic standards. Academic progress is recorded electronically and can be viewed using MCAS.

Concerns about academic progress or attitude to study may involve:

- Subject intervention
- Contacting home
- Inviting parents for discussion
- Attendance at additional study periods (including after school sessions)

If a student continues to receive concerns from their teachers, courses of action may also include:

- Formal meeting between parent / student / teacher/Head of Sixth Form
- Dismissal from the Sixth Form

Plagiarism

Plagiarism is defined as the copying of another person's work to present as your own. It is absolutely forbidden.

Students must not copy directly from written texts, or include text down-loaded from the Internet unless they make it explicitly clear that what they are presenting is the work of someone else. This must be clearly identified and referenced.

- Plagiarised work will lead to an immediate formal warning
- Plagiarised work submitted as part of your coursework for examination may nullify your exam result.

Sixth Form Sanctions/Intervention

Persistent failure to meet the expectations of sixth form students will trigger a number of interventions strategies being put in place by Subject Area, Form Tutor or Head of Sixth Form which include:

- Any concerns noted on Bromcom
- After school intervention sessions
- Inclusion in mentoring programme
- Subject concern letter sent home
- Contact with parents/carers
- Meeting with parents/carers
- Head of Sixth Form formal letter

Stages of Intervention

Stage One

Any concerns either behaviour or academic will be noted on Bromcom by subject teacher, Form Tutor, Curriculum Leader or Head of Sixth Form. This will trigger a conversation between the student and their teacher, who may then pass the concern to the Head of Sixth Form for further discussion with the student. Behaviour/academic involvement will then be monitored.

Stage Two

Support will be offered to the student. The nature of this support will be tailored to both the circumstances and the individual student. This may take the form of:

- Meeting with Curriculum Leader/staff member to discuss progress
- Meetings with the Sixth Form team to discuss progress, study skills etc;
- Inclusion in mentoring programme

At this point, parents may be contacted to alert them to concerns. **Most intervention will be dealt with at this stage.**

Stage Three: *(Continued concerns by teacher and/or tutor. There has been no perceived improvement)*

The student will attend a formal meeting with the Head of Sixth Form, in which they will be given a formal indication of their areas for improvement. At this point parents will be contacted and will be asked to attend a meeting. The student will be given an indication of expectations and a timeframe.

Stage Four: *(Student fails to meet expectations and progress agreed at the stage 3 meeting)*

The student will attend a formal meeting with the Head of Sixth Form and a member of SLT. Parents will be asked to attend the meeting.

Stage Five: *(Student shows no motivation to meet targets set at stage 4)*

A formal letter will be sent to parents and students may be asked to leave Stratford upon Avon School Sixth Form.

Examinations

Students sit formal public examinations (A Levels) in each of their subjects during the summer term in Year 13.

In addition, the school provides internal pre-public examinations (PPE's) and regular school assessments in each subject area. These examinations are important because they:

- Provide students and parents with a valid and reliable indication of student progress.
- Contribute to the overall school profile of a student helping to produce estimated grades and references.

Student progress from Year 12 into Year 13 is not automatic and is subject to the satisfactory completion of Year 12 studies. Minimum criteria for successful transition into A Level study is a pass in the summer assessments.

Higher Education and Careers

Sixth Form students have an open-door access to Mr D Wallace, our full-time Careers manager based on the Mezzanine. External advice and guidance is available at key points. Students will be encouraged to explore the full range of post-18 opportunities including Higher Education (HE), apprenticeships and employment.

All students interested in HE will receive advice and guidance on the process of University applications.

Part-time Employment

Research shows that a student who works for up to 9 hours per week can benefit from developing confidence and interpersonal skills whilst not impacting upon academic study. However, students who work for more than 9 hours per week will significantly increase the probability of attaining lower grades.

The Common Room

It is the responsibility of all students to keep the Sixth Form Common Room tidy, with all litter being placed in the bins provided.

During break / lunch time

- Hot food and drinks can **only** be consumed in the Common Room or the café area outside and not in study rooms or the Mezzanine.

During lessons

- Quiet study area during lessons, no music.

16-19 Bursary Fund

The school has a limited fund given to us by the Government to help students in vulnerable groups to continue their education. This fund is for the provision of financial support targeted towards those young people who face the greatest financial barriers to participation, such as the costs of transport, meals, books and equipment. For more information please contact Mrs J Dove.

Parking on site

Parking is very limited in the school car park and students cannot park their cars on the school site.

Sixth Form Dress Code

Male Dress

- A **dark** business **suit** in shades of black, grey or navy, pin stripe etc. **No black jeans**
- Business shirt in **white, striped or pastel shades**. The shirt must be **tucked into** the waistband
- A **business** tie. Designs must be **professional** and discreet. Cartoons, animations and skinny ties are not permitted
- Business shoes. **No trainers**
- When it is cold a **plain, light weight, sober coloured** sweater can be worn with the jacket, **not instead of the jacket**. No logos, no hoodies.
- **Smart, professional** top coat is optional
- Students are permitted to wear a belt in one **dark colour** with a **small** buckle. **No fashion belts** are to be worn.
- **No spacer bars/plugs in ears, no facial piercings.**
- **Lanyard worn at all times.**



Female Dress

- A **tailored business** suit, skirt or trousers, in shades of **navy, grey or black**. The bottom and top of the suit must have been designed to go together. Skirts must be **at least knee length**. **No body-con** skirts
- **Basic** top or shirt/blouse. Tops must be layered so that they are **not revealing**. **No eccentric patterns**
- Black, grey or tan tights. No Leggings or knee-high socks
- **Navy, grey or black** flat or heeled shoes. **No trainers or ankle boots**
- Cardigan/sweater in **complimentary** colour to uniform. **No hooded jumpers** inside the school
- **Smart, professional** top coat is optional
- **Sensible dark** belt, complimentary to uniform
- One **professional** necklace and/or one bracelet. One ring and small earrings.
- **No facial piercings.**
- **Lanyard worn at all times**



Students failing to adhere to the dress code may be asked to go home to change.