



**SIXTH FORM
HANDBOOK**

FOR

STUDENTS & PARENTS

2019-2020



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 be proactive and take advantage of the opportunities and guidance provided.

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 Jon Grant
Assistant Headteacher – Director of Sixth Form



PASTORAL & ACADEMIC SUPPORT STRUCTURE

Current Sixth Form Team

Assistant Headteacher/Director of Sixth Form	Mr Jon Grant
Head of Year 13	Mrs Amanda Powell
Head of Year 12	Mr James Moore
Additional Curriculum Leader	Mrs Harris
Head of Transition and Widening Opportunities	Ms Siân Moulds
Sixth Form Manager	Mrs Gail Thompson
Post-16 Student Learning Mentor	Ms Claire Tierney



1. OUSEDALE'S EXPECTATIONS OF SIXTH FORM STUDENTS

Vision

Ousedale School will provide all students with the knowledge, confidence and skills to contribute and successfully compete in a changing world locally, nationally and globally.

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.

2. CURRICULUM

The majority of students will study 3 subjects to A Level or a combination of A levels and BTECs. Our curriculum facilitates broad, but also, specialised pathways and evolves to reflect current labour market information.

Students will also be able to opt for a range of enrichment opportunities developing themes of aspiration, competition, leadership and broadening horizons. 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. 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. SETTLING IN PERIOD

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 settling in 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 'settling in' reports

Failure to successfully complete the settling in 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. Settling in reports will focus on 'attitude to learning'.

4. STUDENT ASSESSMENT IN YEAR 12

Regular checks on student progress are made during the year. There are two 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. In the 2019/2020 academic year, there is a 'meet the tutor' evening on 3rd October 2019 and full parents' evening on 14th May 2020.

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. Students studying a BTEC of Financial Studies will also complete external exams throughout the two academic years.

5. STUDENT ASSESSMENT IN YEAR 13

Progress is reviewed twice a year in Year 13. In the 2019/2020 academic year there is a 'meet the tutor' evening on 24th October and full parents' evening on 13th February 2020. 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 issued 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.



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 blue denim/ripped denim, trainers are acceptable although should be plain and need to avoid conspicuous branding. Shorts, vest tops, large logos or slogans, hoodies or caps are also not a part of the dress code.
- Boys – collared shirt/polo shirt, trousers or chinos/black jeans, 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. The majority of students in year 12 will undertake work experience. Other students may need to organise some Work Experience or Community Service for particular career areas, e.g. teaching or medicine.

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

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 Mr Grant.

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. 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 discussion 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:

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	01908 253169
Samaritans	116 123
NSPCC (Helpline)	0808 800 5000
Newport Pagnell Medical Centre	01908 611767