



BEECHWOOD *Sacred Heart* School

2017-2018

Sixth Form Handbook



## Welcome!

Being in the Sixth Form will be a new phase in your life and will feel different from anything you have experienced at school so far. Your relationships with your teachers will change, as you will be expected and encouraged to take more responsibility for your own learning. Your tutors will work closely with you to help you to develop both academically and as a person, to make sure you achieve your very best, and encourage you to take up a wide range of opportunities to prepare you for the future.

As part of the Sixth Form, you will have more freedom, but with the added responsibility of being a respected senior member of the school, perhaps prefect or house captain. You will have more choice of what to wear, take more control over your own time and have the use of the Sixth Form common room and its facilities. This is a time for making preparations for your life beyond school by learning to balance responsibilities and freedom.

The last two years at school are the most important in any student's school career. Results achieved in A-level examinations determine much more than just a choice of university course. The entire direction of the rest of your life can be affected by decisions made at this crucial stage. Your final two years at school will shape your future, allowing you to fulfil your ambitions and to succeed at whatever you choose in the years to come.

Wishing you every success and good fortune,

Michael Awdry

Head of Sixth Form

## General Information

### PERSONNEL

Head of Sixth Form	Mr Michael Awdry	
Assistant Head of Sixth Form & Form Tutor	Mrs Candy Prodrick	(12CP)
Senior Tutors:	Mr Karwan Miran	(13KMi)
	Mrs Nicola Phipps	(13NP)
	Mrs Rebecca Smith	(13RS)
	Mrs Lucy Tipp	
	Mrs Gwen Goodley	(12GG)
	Mrs Karen Johnson	(12KJ)
Examination Officer	Mrs Diana Ringer	
School Secretary	Mrs Rosalind Couldwell	
School Nurse	Mrs Victoria Barwick	

We welcome contact from parents/guardians and consider a mutually supportive relationship crucial to a students' academic and personal development. Please use the telephone numbers above to direct your call.

For general queries, please contact Mr Awdry directly on 01892532747 Ext 8805, or email:












[m.awdry@beechwood.org.uk](mailto:m.awdry@beechwood.org.uk)

For attendance queries, please contact the school secretary, Mrs Couldwell on 01892532747 or email [secretary@beechwood.org.uk](mailto:secretary@beechwood.org.uk)

### SUPPORT AND GUIDANCE

The Form Tutor will usually be a student's first point of contact. The Form Tutor is an essential resource in developing the student's general skills and is involved in study and time management, and in monitoring progress.

## Our Expectations of a member of the Sixth Form

-  Maintain high levels of attendance (over 90%).
-  Attend all lessons punctually; this includes Private Study.
-  Adhere to the expectations of students as laid down in the Sixth Form Handbook, including the Dress Code at all times.
-  Accept responsibility for your own learning with the support of your teachers.
-  Complete all work to the required standard by the required deadline by using your time, in school and at home, effectively.
-  Remain on the school premises other than at lunchtime.
-  Act as a positive role model for younger students and behave in a manner which befits a Sixth Form student.
-  Get involved in extra-curricular activities/leadership programmes to improve your key skills.
-  Respect the individual rights of all members of the school community and be involved in activities within the community.
-  Accept that you will be asked to leave the Sixth Form if the above conditions are not met.
-  Ensure all work submitted is your own. Please see explanation of plagiarism located in The Sixth Form Learning Environment section.



## Dress Code

In recognition of their growing maturity and independence, there is no uniform requirement for Sixth Form students at Beechwood. Instead, we ask that both boys and girls wear 'business' dress. This is intended to strike a balance between individuality and the need to present a professional appearance, both as an example to younger pupils and to safeguard the school's image in the local community. Sixth Form students are role models for younger pupils; we are counting on their co-operation to send the right messages and encourage a positive attitude in the lower school.

The list below indicates the requirements of the dress code:

Female Students	Male Students
A smart business suit - navy, black, grey or any other dark colour to include: skirt suits; suits with structured suit dresses; trouser suits	A smart business suit - navy, black, grey or any other dark colour. A blazer with co-ordinating trousers may also be worn
Smart plain shirt, top or blouse of any colour	A smart business shirt and tie (Shirts should be tucked in at all times, regardless of style)
Trousers, skirts or dresses must match the jacket. Trousers should be of a formal style, designed to carry a crease (jeans, cords, shorts, cropped trousers are not permitted)	Trousers should be of a formal style, designed to carry a crease (jeans, cords, shorts, cropped trousers are not permitted)
Smart V-neck jumper or cardigan may be worn under jackets	Smart V-neck jumper or cardigan may be worn under jackets
Shoes must be formal, smart and dark in colour (no trainers). Low or flat heels	Shoes must be formal, smart and dark in colour (no trainers)
<b>Inconspicuous jewellery and accessories may be worn, but no facial piercing. No extremes of hair colour or style are allowed.</b>	<b>Inconspicuous jewellery and accessories may be worn, but no ear or facial piercing. No extremes of hair colour or style are allowed. Male students should be clean shaven.</b>

PE Clothing: Pupils may wear clothes of their own choice suitable for physical exercise. Any pupil chosen to represent a school team must wear the kit provided by the PE Department. Hooded tops can be worn for games, but not at other times during the school day.

All Sixth Form students will need formal evening wear for the Sixth Form summer ball.

The dress code for both boys and girls excludes: T-shirts and shorts, leggings, 'Doc Martens' and similar boots, sandals, trainers, high-heels, stilettos or platform shoes, leather or denim clothing of all sorts including trousers made of jean material, coats which have an insignia of rank or service buttons attached.

We have taken what we believe to be a conventional, and perhaps conservative stance, but one which we believe would receive broad support from parents and pupils. We take the view that overt self-expression through dress and appearance is not appropriate within the School. The dress code sets out to be a functional set of clothing, not a fashion statement. If in doubt, the Head of Sixth Form should be contacted prior to any purchase to confirm the suitability of any items. Any student who fails to meet these expectations may be sent home to change their clothes. Persistent failure to conform to the school dress code will result in disciplinary action being taken. Please note that the same dress code applies when students sit examinations.

## Monitoring Process


Pupils' progress will be monitored very carefully in the Sixth Form to ensure that everyone get the best from their learning programme.

Monitoring will be on going with pupils, subject teachers, tutors and the Head of Sixth Form all fully involved and informed. Students will discuss their progress with Teachers, Tutor/and or Head of Sixth Form on a regular basis. We expect students to take responsibility for evaluating their own progress and setting targets for improvement.

In addition to this, there are two full academic reports including Target and Working At Grades published to parents/guardians throughout the academic year where pupils' overall performance will be assessed.

If a pupil is having difficulty in any of his/her studies, or problems with time management, he/she is advised to discuss this at the earliest opportunity with a member of staff. This may be his/her subject teacher(s), one of the Sixth Form Tutors and/or the Head of Sixth Form. Remember we are here to support you.

Procedures following Progress Reviews:

 Unsatisfactory levels of effort and/or progress

If a pupils' effort or progress is unsatisfactory in any subject, contact will be made with home and a student support strategy will be put in place to support him/her.

 Excellent effort and/or progress

High levels of effort and an excellent work ethic will be rewarded via letter/e-mail and/or certificates as appropriate.

### **Working as a team**

We encourage every member of the Sixth Form to work to the best of his/her ability and aim high academically. We also emphasise the importance of building key skills to support progression to Higher Education, training or chosen career. Close liaison between subject teachers and the Sixth Form Team, pupil and home can trigger tailored support. Intervention managed by the Head of Sixth Form will be communicated to home and regular contact is encouraged in the form of meetings, phone calls and email. Please contact the Form Tutor with any queries straight away, however small, so that we can prevent small issues becoming bigger problems.




## Life in the Sixth Form

### CHANGES OF COURSE

Students wishing to change course must first discuss this with the subject staff whose subject they intend to change from and to. Further meetings will be held with the Head of Sixth and Tutors, but no decision will be made without the Headmaster's consent. That said we understand that to change course may prove to be prudent for the pupil's continued academic development, but any final decision must be made with the parents'/guardians' approval.

### COMMUNICATION

The Sixth Form Team will convey information such as examination dates, school trips etc. to students via the following:

-  Regular compulsory assemblies.
-  Notice boards and the digital screen outside the Head of Sixth Form's office.
-  Email direct to pupils' school email account. Students are responsible for checking their email on a daily basis. We would suggest that an email alert is set up from your school account to your personal one.

The school website also has up-to-date information regarding dates for your diary.

### STUDY PERIODS

This is essential to a pupil's development, and part of your timetable comprises private study time. This will be silent in the Sixth Form Study Area or the Library. Supervised study continues after school from 4.15pm - 5pm. This time may also be used by subject areas to set timed tests or for pupils who have fallen behind in their work. Students may also use the Sixth Form Common Room during their study periods to make a hot drink or relax, but no television or radio during this time.

### PART-TIME WORK

This should be kept to a minimum and not at all during the approach to examinations. By exceeding 7 hours a week you will be putting your results in jeopardy. The Sixth Form programme is very busy and you will soon find yourselves fully occupied and struggling with deadlines if you fail to devote the appropriate time to their studies.

### EXAMINATIONS

Students will receive examination leave for the purposes of taking public examinations in May/June of each year, but not for mock examinations.

### HIGHER EDUCATION

This follows a formal programme, but it is important to begin your research early in Year 12. Sixth Form tutors and the Head of Sixth Form are there to help. Advice is also available from our ISCO and Connexions representatives.



In Year 12 you will attend a Higher Education conference and be advised on University application procedures. You will make your application for Higher Education at the beginning of Year 13 and there will be training in interview techniques and preparing a CV. Your tutor will guide you and the many opportunities you take in the Sixth Form will strengthen your application.

During the summer term, the normal Year 12 timetable is suspended for a day to allow students to follow a series of activities aimed at the transition from Sixth Form to University and Careers. Students will register with UCAS and begin completing the on-line application form. They will be advised about entering subject details and, specifically, about drafting their Personal Statements.

### **LEADERSHIP OPPORTUNITES**

Applications to become Prefects will be invited during the spring term, and pupils are encouraged to apply for this post. Selection is made on the basis of a survey of staff support, and a letter of application. The Senior Prefect Team along with the Sixth Form Team form an executive body, and regular meetings will be held throughout the year.

## The Sixth Form Learning Environment

### THE LIBRARY





Highest standards of behaviour are expected in the library at all time. Pupils should use all facilities sensibly and respect other library users. Pupils who do not adhere to the Library Code of Conduct will have their privilege withdrawn.

### SIXTH FORM STUDY ROOM

We are very fortunate to have a dedicated study area for our Sixth Form; the room is furnished with a numbers of PCs and dedicated colour laser printer. It is essential that this learning environment and public area is well respected and kept tidy by all. The study room is for silent study only.

### THE COMMON ROOM

Be proud of your Common Room; a lot of time and effort have gone into the refurbishment of the Senior Common Room. We ask that you treat it with care and keep it clean and tidy at all times. It is a Sixth Form privilege to use the Common Room in study periods, but this privilege will be revoked if abused. Please use the television only at break and lunch times.

-  You may not cook during the lunch break.
-  Always wash up and dry up straight away, leaving things clean for others
-  Report any breakages or faults promptly to the Head of Sixth Form.
-  Food in fridge /freezer must be in a sealed box. Fridge will be emptied weekly.

### PLAGIARISM

Plagiarism is copying other people's work and passing it off as your own, this includes downloading and submitting work taken from the Internet. Other common forms of plagiarism would be using quotations without attributing their source or passing off the ideas of others as if they are your own. Plagiarism does not have to be word for word theft of material but a "close imitation" of another's work. Severe sanctions will be taken against those who engage in any plagiarism with deliberate intent. Plagiarism within externally assessed coursework, controlled tasks, portfolios or exams will result in automatic disqualification.