

# SIXTH FORM HANDBOOK

## Sandhurst School 2020/2021



### Sixth Form Handbook

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## **1.1 Welcome to Sandhurst Sixth Form**

This is a very exciting time in your education, but it will also be challenging. The move to post 16 education can be an uncertain one as you narrow the amount of subjects you study, get to grips with heavier workloads, gain more independence and consider your future, be it in higher education or the world of work.

At Sandhurst we want to make this transition as smooth as possible, providing you with the support and guidance that will help you to be successful. We also want to develop your aspirations and look forward to working closely with students who show resilience when things get difficult, an excitement to learn and determination to succeed.

This guide will help you to understand the structure of the Sixth Form. It also outlines expectations and procedures to enable you to have a successful and supported time with us.

N Marshall  
Head of Sixth Form

## 1.2 The Sixth Form Team

Mr N Marshall	Head of Sixth Form / UCAS Coordinator
Mrs H Nicholls	Careers Advisor and Work Experience Coordinator
Mr T King	Sixth Form Tutor
Mrs E Reeves	Sixth Form Tutor
Mrs U Hawksworth	Sixth Form Tutor
Miss N Callan	Sixth Form Tutor

## 2. Day to Day

### 2.1 Getting In Touch

Sandhurst Sixth Form direct line: 01344 467252

Sandhurst School main reception: 01344 775678

By mail: Sandhurst School, Owlsmoor Road, Owlsmoor, Sandhurst, Berkshire GU47  
0SD

Email: nmarshall or uhawksworth or ereeves @sandhurstschool.org.uk

### 2.2 The Sixth Form Day

8.25 – 8.50am	Tutorial Sessions (once weekly)
8.50 – 9.50am	Lesson 1
9.50 – 10.50am	Lesson 2
10.50 – 11.10am	Break
11.10 – 12.10pm	Lesson 3
12.10 – 1.10pm	Lesson 4
1.10 – 1.55pm	Lunch
1.55 – 2.55pm	Lesson 5
2.55 – 3.05pm	Break
3.05 – 4.05pm	Lesson 6

The Sixth Form centre and ICT facilities are open daily for Sixth Form students from 7.30am until 5.30pm should students wish to take advantage of these for homework and extra study.

### **2.3 Registration**

**Students must ensure that they sign in** when they arrive in the Sixth Form **and sign out** whenever they leave the school site. The sign in and out book is located in the main reception under the supervision of Mrs Gibbons. It is essential that registration is accurate for health and safety reasons. All timetabled lessons will be registered by staff members electronically.

### **2.4 Attendance**

It is expected that all Sixth Form students will have a 100% attendance rate which will be calculated based on their timetabled lessons including citizenship, enrichment and tutorial sessions. The Sixth Form team will track and monitor attendance figures in all timetabled sessions.

If a student has a non-authorized absence for their subject their subject teacher may issue a detention and set a time for work missed to be handed in.

If a student has a non-authorized absence for their weekly tutorial session their tutor will need to see the student during an alternative morning session.

Should poor attendance continue to be an issue a student may be asked to leave the Sixth Form.

It is not appropriate, unless under exceptional circumstances, to book medical appointments during the Sixth Form day. Driving lessons should also be booked to

take place outside Sixth Form hours. Visits to universities are permitted, however we should be informed of these in advance.

## **2.5 Reporting Absence**

If a student is ill, we ask that a parent/guardian contacts the Sixth Form directly on 01344 775678 leaving a clear message, or via email to nmarshall@sandhurst.bracknell-forest.sch.uk ideally before 8.30am. Registers will then be updated prior to the day commencing so that teaching staff are fully aware of attendance. Should a student be absent for three days, a doctor's note must be provided to the school to confirm the reason for absence.

## **2.6 Sixth Form Responsibilities and Expectations**

Being a student at Sandhurst Sixth Form involves taking on responsibilities and adhering to certain expectations. Sixth Form is seen as a transition period between school and higher education or the world of work and, as such, students are expected to act in a mature and professional way, showing leadership to lower school students and being a public face of Sandhurst School. Some of our expectations are listed below:

- To be responsible for meeting deadlines and all coursework requirements.
- To be fully equipped for every lesson.
- To arrive punctually for lessons and be ready to learn and participate.
- To show an enthusiasm and willingness to go above and beyond in order to progress.
- To cooperate with staff.
- To dress suitably.
- To maintain high attendance percentages for all timetabled sessions.

- To move around the school appropriately showing care and leadership to lower school students.
- To use mobile phone devices only where appropriate.
- To seek advice from the teacher or tutor when necessary in order to avoid lack of understanding.
- To use study time effectively to extend knowledge and allow wider reading.
- To aim to achieve the highest personal success.
- To be part of the adult community in the school.
- To show resilience and determination.

## **2.7 Identification Lanyards**

Along with staff members, all students in the Sixth Form are expected to wear identification lanyards at all times when on site. This is due to health and safety and child protection regulations, particularly as students are no longer required to wear a school uniform. The lanyards will also be required for the use of the school printers and photocopiers. Should a student forget their lanyard, they should report to the Sixth Form office for a temporary pass.

## **2.8 Lunch Arrangements**

The school canteen is available for Sixth Form students who are welcome to purchase food at any time during the lunch hour. Many students bring their lunch to the common room or make their own lunch arrangements. It is asked that any rubbish generated is disposed of appropriately in the bins provided. Students who have not attended Sandhurst School in Year 11 will need to have their fingerprint scanned for biometric payment and ensure that their account is in credit via the Finance Office.

## **2.9 Dress Code**

Students in Sandhurst Sixth Form have the privilege of being able to wear their own clothes. They should, however, be appropriately dressed at all times. We find that students generally show the ability to dress comfortably and tastefully whilst avoiding extremes of style, bearing in mind that the students are ambassadors for Sandhurst Sixth Form and the school. Students should not wear clothing which is low cut, shows off the midriff or visible undergarments. Students who are dressed inappropriately will be asked to go home and change before returning to the Sixth Form.

## **2.10 Rewards**

There are a variety of rewards that will be handed out on a regular basis for Sixth Form students.

**ABCD Award:** For a student who has gone Above and Beyond the Call of Duty.

This award is given out on a fortnightly basis. Both students and staff nominate members of the Sixth Form giving a reason for their nomination.

## **2.11 Visits**

There are a number of opportunities for students to take part in visits in the Sixth Form, including our nationally recognised Reaching Rwanda trip which takes place on a biannual basis. Departments will also run trips and visits which are directly linked to course content.

## **2.12 Lockers**

Located outside the common room is a bank of lockers. Every Sixth Form student will be expected to use a locker in which to keep their personal belongings and files. At the start of the year a charge of £5.00 will be paid to the Sixth Form office for the use of the locker over the two years.

## **2.13 Driving to Sixth Form**

Many Sixth Form students, particularly in Year 13, begin driving to school and are very welcome to do so. They must obtain a parking permit from the Sixth Form office and are asked to park in the Sports Centre car park adjacent to the school.

# **3. Academic**

## **3.1 Timetables**

All students follow a two-week timetable. Along with their course options, students will each week attend one citizenship session, one tutorial session and one enrichment session. At the start of the year students will also choose **six** periods each week which will be supervised study in the 6<sup>th</sup> Form Study Room. During these sessions, students will be expected to be working independently to complete homework and assignments set by teaching staff or to complete extra reading and further study related to their courses. Should a student fall behind with their work, they will be placed in further compulsory study sessions where their attendance will be registered.

Attendance will be registered and recorded for:

- 1) Tuesday morning (Year 13) Wednesday afternoon (Year 12) tutorial periods

- 2) Subject lessons – 8 hours per fortnight per subject
- 3) Enrichment – one hour per week (Wednesday period 5)
- 4) Citizenship – one hour per week (Tuesday period 1)
- 5) Supervised Study Sessions of the student's choice – Six hours per week

### **3.2 Target Setting and Monitoring Progress**

All students receive target grades on entry to the Sixth Form to enable us to monitor progress and attainment closely and enable us to intervene and support where necessary. Target grades may vary between subjects depending on the demands of the course and national trends in achievement.

#### **A Level**

These target grades are based on average GCSE point score. Target grades will vary between subjects based on national trends which take into account the level of difficulty of a particular A Level subject, for example a student studying physics and media studies may be targeted a C grade for physics and a B grade for media studies.

#### **BTEC Level 3**

Targets for BTEC subjects will be calculated based on prior attainment in similar BTEC courses.

All target grades are minimum expected grades (MEGs) and can be raised if a student shows significant potential in a subject.

#### **Settling-in Report**

The first four weeks of the school year are vitally important to ensure that students are dedicated to their courses, keen to learn and show a determination to succeed, as well as to ensure that students are suited appropriately to their chosen courses.

During the first four weeks, students will be monitored particularly closely. Effort, meeting deadlines and attitude to learning will be recorded. Should there be any cause for concern, this will be addressed immediately. It is important that students are on the right courses for their ability to ensure success and this may require moving a student to alternative courses or suggesting an alternative venue for sixth form study. This four-week period and reporting is to be seen as a positive and supportive mechanism in order that we ensure success for the students. If expected progress is not made, students may be asked to change course, or in extreme cases, may be asked to leave the Sixth Form.

### **Monitoring Progress**

Reports for Sixth Form students will take place half-termly. These are grade reports, an example of which is below.

Following grade reports, underachievement will be picked up and intervention will be put into place by subject staff and the Sixth Form team. Intervention may take a variety of formats, such as one-to-one tuition, extra examination practice and supervised registered study periods in the Sixth Form study room. It is our intention in the Sixth Form to identify underachievement early so that students have the best opportunity to meet their target grades in time for examination periods. Parents will be informed of any interventions taking place and may be invited into school to discuss progress.

In addition to reporting, there is also a parent consultation evening where parents are invited into school to discuss subject specific issues. These parents' evenings follow the same format as the lower school. Students are expected to attend the subject evening even if their parents are unable to do so.

### **3.3 Tutorial Sessions**

Sixth Form students have a dedicated tutor who they will meet with each Tuesday between 8.30 and 8.50am. The role of the tutor is to oversee progress and attendance as well as providing support and guidance throughout the academic year. Tutors will play an important role in UCAS applications for university and also for providing references for future employment.

Sixth Form tutors are often teachers of Sixth Form and are chosen for their expertise in post 16 advice and guidance.

### **3.4 Course Changes**

On occasions, students may ask to switch courses or may be advised to do so. Should a student wish to change course the following procedure must take place:

1. The student should discuss any issues with their current subject teacher and tutor.
2. The student should make the Head of Sixth Form aware of any reasons for wanting to change.
3. An alternative course should be looked at in consultation with the Head of Sixth Form and subject teachers as well as parents.
4. The course change can be made if a student has suitable entry requirements and it is agreed by both departments.
5. **No course changes will take place after six weeks from the start of the autumn term in Year 12.**

### **3.5 Moving from Year 12 to Year 13**

The majority of courses in Sixth Form are linear, meaning that they are a two-year course beginning at the start of Year 12 and being examined at the end of Year 13. Pre-public exams are held on three occasions, in January for Year 12 and again in the Summer term and once following the Christmas break in Year 13. The results from these exam sessions will be looked at in detail as they are important milestones in a student's A Level course.

#### **Retaking Year 12**

No student will be allowed to "re-take" Year 12 unless there are exceptional circumstances that have resulted in them being unsuccessful.

#### **Results queries**

- Papers may be eligible for a re-mark from results day and can take between 2 days and a week, as an estimate, to come back.

The re-mark forms will need to be signed by the student, and they should be made aware that marks can be lowered.

### **3.6 The Sixth Form Study Room**

Sixth Form students at Sandhurst have the use of their own private study room which is supervised by a member of staff at all times to maintain a quiet working environment. Students have access in this room to networked computers. The Sixth Form study room has subject specific boards which are regularly updated by teaching staff displaying relevant websites, reading material and forthcoming deadline information.

### **3.7 The Sixth Form Common Room**

The common room is located in the Sixth Form centre and is an area where students are able to socialise at break time and lunch time. However, during lesson times, students are expected to use this room for independent study. Here, students have the use of a refrigerator, microwave and tea and coffee making facilities in the kitchen area. Students will be expected to tidy up after themselves and keep the facilities in a clean and tidy order for the use of everyone.

### **3.8 Personal ICT Equipment**

Students are very welcome to bring in laptops, iPads or similar in order to take advantage of the school network and internet usage on their personal device. A WiFi password is available on a termly basis which is displayed in the Sixth Form area. Many students find this useful as they can take their personal devices to lessons and use them for independent study across the school.

### **3.9 Parents' Evenings**

Parents' Evenings provide an opportunity to meet the subject teacher. Parents/guardians and students are expected to attend. Parents/guardians may request a meeting with the tutor or the Head of Sixth Form at other times. Subject teachers may offer opportunities to have meetings at times other than parents' evenings. Should parents/guardians be unable to attend, students are expected to attend unaccompanied.

## 4. Advice and Guidance

### 4.1 Careers Advice and Guidance

Careers information is provided during tutorial sessions and in interviews with the specialist Careers Office. Mrs Heidi Nicholls, our Work Related Learning Coordinator, has a well-stocked careers library and there is also a large number of prospectuses and higher education information which is kept in the Sixth Form study room. Students are also able to access the careers room on the Sandhurst Digital Campus. Our careers advisor is also available to support students. Mr Bishop, our UCAS coordinator, organises and supports students in the admissions procedure for university. Students also attend a day's visit to a University, to meet students and staff. It is an excellent opportunity to find out what university life has to offer. Likewise, students are encouraged to visit university open days when considering course choices.

Apprenticeship information and job vacancies are regularly communicated to Sixth Form students via the information boards in the common room and study room.

### 4.2 UCAS (University and College Application System)

All applications for Higher Education (HE) courses in the UK are made through the UCAS on-line system. Students register themselves on the UCAS system and complete their applications individually. This can be done anywhere with internet access. On-going advice and guidance with the application is available from Mr Bishop, the UCAS coordinator. There are also group workshops organised during Citizenship sessions, when students can help each other out. UCAS registration is normally done in May of year 12.

Deadlines for applications vary depending on chosen courses and establishments. The application deadline for Oxbridge, medicine, dentistry and veterinary courses is mid-October of Year 13. The deadline for all other courses, to guarantee equal consideration, is mid- January of Year 13. There is a link to the UCAS website on the Sandhurst School Sixth Form website which includes a section for parents and guardians

## 5. Positions of Responsibility

### 5.1 Sixth Form Senior Team 2019/20

Students are elected by their peers and teaching staff onto the Senior Student team. The team consists of:

<b>Head Boy – Tom Millon</b>	<b>Head Girl – Hollie Barnfield</b>
Deputy Head Boys – Jake Gutteridge / Gipson Sunwar	Deputy Head Girls – Lily Scott / Antonia Avery

When students are elected, they are provided with a job description and will also attend regular senior team meetings. Being part of the Senior Student Team is an excellent opportunity to show a range of leadership qualities and is a fantastic discussion point for employers and higher education establishments alike.

## **5.2 School Council**

The School Council meets on a regular basis in house groups to discuss school issues. The Senior Student Team have an integral role in the running of the school council, with House Captains leading the Key Stage Three and Four meetings. The findings and recommendations from all key stages are then passed to the Head Boy and Head Girl Team who will report to the Headteacher and Governors.

# 6. Opportunities to Develop

## **6.1 Citizenship and Enrichment Activities**

The Citizenship programme, which is used throughout the school, extends into the Sixth Form. The object of the course is to help the personal development of the student so that he or she is able to take full advantage of the academic and social opportunities offered and is encouraged to become a responsible member of the community.

**Included in the course are such topics as:**

- Study skills leading to an understanding of independent and non-directed study
- Revision and examination techniques
- Individual action planning
- Looking at future life patterns
- University, further education, the world of work
- Government and society
- Team working
- Interpersonal skills
- Self-assessment

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Applications for jobs and higher education

- Decision-making and careers information
- Making presentations to groups
- Being a safe driver
- Money management
- Safe sex
- Alcohol and drugs awareness

Closely associated with the Citizenship programme are the Enrichment Activities, which aim at broadening the students' knowledge of the world in which they live and will later work, as well as providing students with the opportunity to participate in a range of activities.

Future employers and universities have a wide field from which to choose and are demanding more from students. Students who can show an intelligent interest in local and world affairs, who have cultivated interests of their own, who are alert to the needs of others and who show a mature and enthusiastic approach to life will have an obvious advantage over those who are narrow-minded, prejudiced and bored!

Enrichment takes place on Wednesday afternoons and students can participate in a range of activities, some of which are listed below:

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Outdoor Pursuits

- Cooking on a Budget
- First Aid

- Driving Safety
- Choir and Orchestra
- Health + Hygiene Certificate
- Sport and Fitness
- Swimming
- Assisting in lower school classes
- Dance
- Amnesty International campaign groups
- School Newsletter
- Duke of Edinburgh Award (Silver)

The Sixth Form elect their own Committee which meets regularly to discuss practical and social matters. The Committee helps to coordinate activities such as the Christmas Party, Sixth Form outings and Charity Events, etc...

## **6.2 Work Experience**

All year 12 students will undertake a work experience placement for one week in the summer term of Year 12. Students are encouraged to find their own work experience placement, ideally linked to a career that they have an interest in, or to a subject area that they are studying. We see work experience for year 12 students as an invaluable addition to their study, and as an excellent way to provide evidence of skills development for UCAS applications and interviews. The process begins on entry to the Sixth Form in the Autumn term.