



## Year 12 Sixth Form Information

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## **Welcome to SHSB Sixth Form!**

We are looking forward to you joining our Sixth Form to study your A Levels. This booklet is designed to answer many of the questions that you might have about beginning this new phase of your education. If you cannot find the answers in here then please do not hesitate to ask a member of staff, the Sixth Form pastoral team or Sixth Form students you see today.

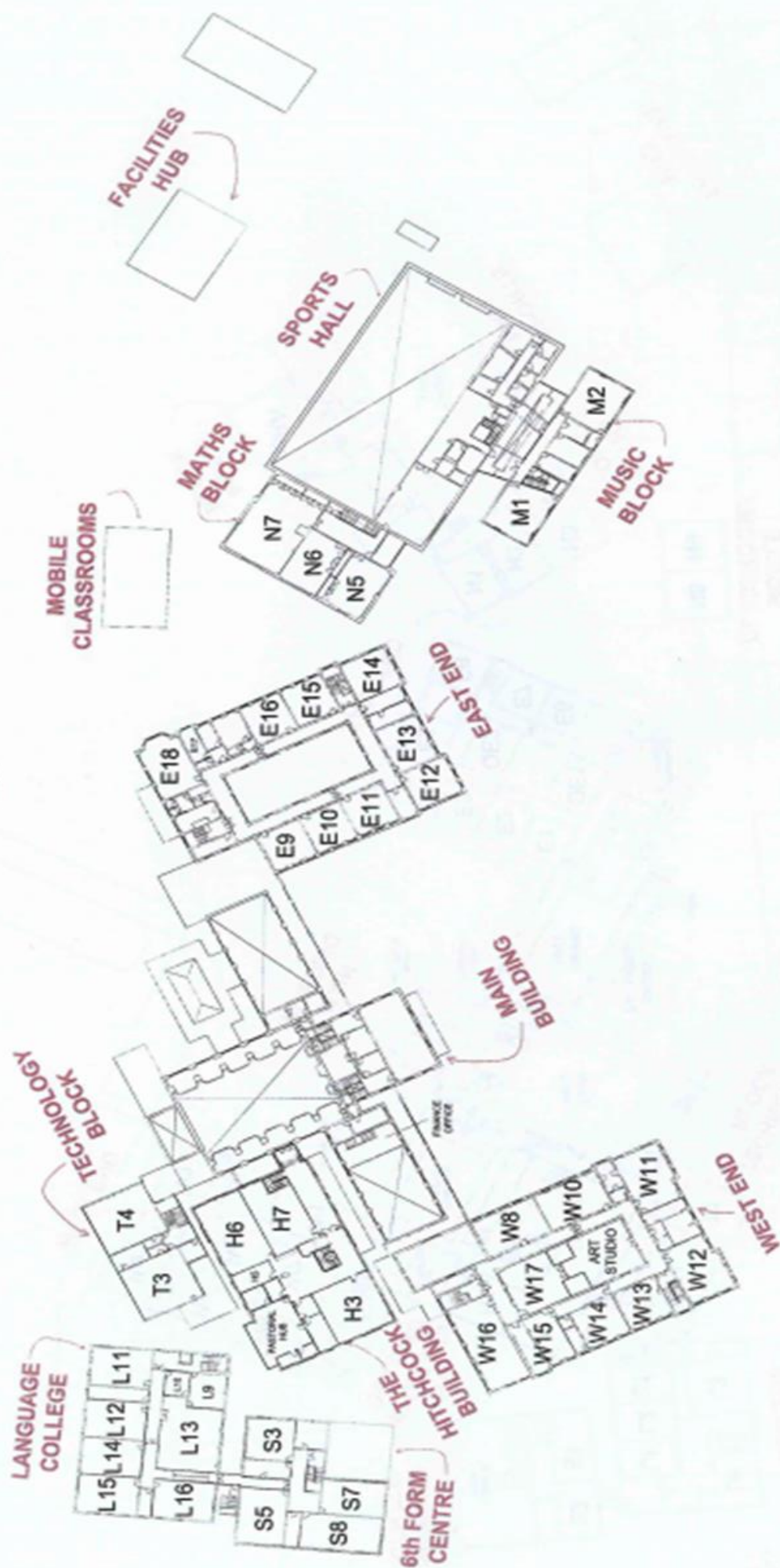
### **Key Staff for September 2023**

We have a fantastic team in our Sixth Form who work together to ensure your successful progression through your A Level studies.

<b>Name</b>	<b>Role</b>	<b>Office Location</b>
Mr Foley	Head of Sixth Form	Sixth Form Centre, ground floor
Mrs Iles	Leader of Year 12	Sixth Form Centre, ground floor
Mr Nagle	Assistant Leader Year 12	Sixth Form Centre, ground floor
Mrs Ryan	Leader of Year 13	Sixth Form Centre, ground floor
Mrs Gallagher	Sixth Form Administrator	Sixth Form Centre, ground floor
Mrs Hamilton	Post 18 Advisor and Careers Leader	Sixth Form Centre, ground floor
Ms Bainbridge	Librarian/EPQ	Hitchcock Library
Mrs Smithson	Attendance Officer	Main building, ground floor next to main entrance
Dr Bevan	Head teacher	Main Building, ground floor next to main foyer
Mrs Worth	Deputy Head teacher Pastoral	East End, first floor next to E16







## The School Day

Time	Activity
8.30am	Lesson 1a
9.30am	Lesson 1b
10.30-11am	<b>Break time</b> There are 3 food locations. Snacks can be purchased at the Snack Shack in the Sixth Form centre, in the main canteen or at the Kiosk by the MRA with your cashless card or debit card/Apple Pay. Food can also be brought in from home.
11am	Lesson 2a
12pm	Lesson 2b
1-2pm	<b>Lunch time</b>
2-2.30pm	Registration will take place in your form room or you will attend assemblies in the main hall, have individual coaching sessions with your form tutor or have form time as a group
2.30-3.30 pm	Lesson 3

## **Attendance**

One of the privileges given to our Sixth Form students is the ability to leave the school site during break and lunch. You will be expected to remain in school during all other times, however, if you have a free study period 3 you may be allowed to leave school at 2.30pm. Please note, you will be required to attend any assemblies and tutor time which take place from 2-2.30pm. Details of the assemblies and tutor times can be found on the noticeboard outside of the Sixth Form office on a daily basis and will also be emailed to you every week.

## **Reporting Absence**

If you will be absent for an unexpected reason (e.g. sickness), a **parent or guardian** should phone the school on 01702 606257 as soon as possible to let us know the reason for this absence.

If you know that you will be absent in advance (e.g. medical appointment, religious observance) then you must let us know as soon as possible and **at least 24 hours** in advance in order to have the absence authorised. A parent or legal guardian should email **attendance@shsb.org.uk** with full details of the intended absence.

## **Arriving Late**

If you arrive late to school, please sign in at the **main school office** with the Attendance Officer. We need to know if you are on site for fire safety reasons. Parental confirmation may be requested. Students may be asked to make up lost minutes after school if late without reason.

## **Driving**

You are contracted to the Sixth Form between the hours of 8.30-3.30pm therefore driving lessons must not be booked within these times regardless of a having a free study period. Absence from school is not allowed for the driving theory test, however students are allowed time off for the practical test once we have received a confirmation email from the Driving Test Centre with at least 24 hours' notice.

## **Independent Study Periods (9<sup>th</sup> Study Periods)**

Every fortnight in the Sixth Form you will have nine timetabled hours per subject including independent study lessons for some subjects. These study periods are designed to develop your ability to work individually or with your peers without direct supervision from a member of staff. This is an important skill to master before going on to university level study, apprenticeships or the workplace. Important curriculum content will be covered in these sessions and so your teachers will set you specific tasks to complete. It is *your* responsibility to make sure that you know what these tasks are. The tasks must be completed at the time specified in the classroom/study area specified and you will be registered in these sessions.

## **Uniform**

Please see attached Sixth Form uniform regulations

## **Equalities**

We are an inclusive school and Sixth Form, and promote equality regardless of race, gender, religion or gender/sexual identity. We want all students to feel welcomed, and to be able to excel in their education without fear of discrimination. Whilst we do our best to ensure that this stance is carried out, we rely upon the support of our students in ensuring this happens, and that unacceptable behaviour is quickly identified and stopped.

We also encourage students to work with us via our Equalities society to help us continue to make progress in this area.

## **16-19 Bursary Fund**

Students experiencing genuine hardship aged 16 to 19 could get a bursary to help with education-related costs. If you think you may be eligible, please speak to your Year Leader or Mrs Gallagher, Sixth Form Administrator, or visit the school website for more details. Information regarding this will also be emailed out to you.

## **Clubs and Societies**

We have a wide variety of extra-curricular clubs and societies at lunchtimes and before and after school such as the Debating Society, Medic Society, AV Club, Music Tech and E-Sports to name but a few.

There will be a Freshers' Fair in September with more information available.



## **Homework**

The biggest challenge facing many of our students is organising themselves to work independently. You will be given specific homework tasks (see below) but you will also be expected to do extra independent work on top of this if you are going to thrive at A-Level. On average, you should be completing about 2–3 hours of independent study (homework, revision, pre-reading and consolidation) each day outside of lessons. You will have to organise your free periods and identify when and where you want to carry out your independent study and there are sixth form study rooms and the school library available for your use. Please see page 14 for more information about the school library.

### **“Show My Homework”**

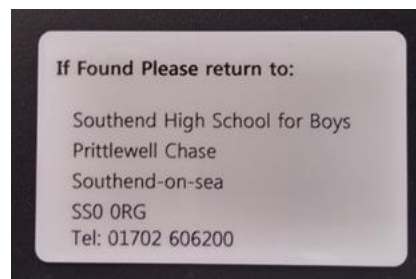
Teachers use a system called ‘Show My Homework’ (Satchel One) which enables you to keep track of your homework online. You will be given a login to the system along with instructions on how to set up your account (a quick and easy process!)

- Homework tasks can be accessed 24 hours a day, 7 days a week by students.
- Many of the resources will be available online so if you lose an important resource, you can easily access another one, even at the weekend.
- The teacher will indicate roughly how long, on average, you will need to spend on a task.
- You are able to receive prompts when a homework deadline is near.
- If you are absent from school, you can still access and complete homework tasks.
- Students will also be given forms at the start of September for parental login access to SMHW.

## **Cashless Catering and Identity Card**

### **What is it?**

You will be given an ID card which you should carry with you every day. This can be used to purchase food and drinks in the school dining hall, kiosk and at the Snack Shack in the Sixth Form Centre. This card will also give you access to the Sixth Form library entrance, printing and the bike sheds.



### **What if I forget/ lose it?**

If you leave your card at home, go to the ICT hub and you will be issued with temporary card. Any money you have on your card will be transferred to the temporary one. Your first card is provided free of charge but there is a £5 fee for a replacement card if you lose it and require a new one, so take good care of it!

### **How do I load money onto it?**

Your parent or guardian can load money onto your card through Wisepay or you may top up your card with cash at the designated till in the dining hall before school. Please make sure that you check your balance regularly using the machine outside the dining hall as you cannot purchase food in the dining hall using cash and you cannot go overdrawn on your card. However, you may use a debit card or Apple Pay in the Snack Shack, dining hall and kiosk.

### **When can I buy food/ drinks?**

Food is available from the Snack Shack in the Sixth Form Centre between 8am and 2pm.

Food is available from the main canteen and kiosk at break or lunchtime.

You may leave the site to get food at lunch. It is essential that you sign in and out at the Sixth Form office and are back in school in plenty of time for your scheduled afternoon lesson or tutor time/assembly.

### **Printing**

Students must register their student cards to their account to enable printing. This can be done at the printer.

## **Health and Wellbeing at SHSB**

As part of the national guidance for Sixth Forms and colleges, Wednesday afternoons are set aside for personal development and wellbeing. These are contracted hours, which the school is obligated to monitor, and students are obligated to complete.

Here at SHSB we have traditionally run a range of activities on-site, supervised by staff members, whilst allowing for students to also complete a variety of other activities off-site.

For 2023-24, we are initiating a new programme designed to encourage more independence and choice, ensuring students are able to identify and complete more activities at times that suit their schedules and needs.

The aim of our new programme is to allow students to identify key areas which they feel they could develop, in order to prepare more fully for life beyond sixth form.

Your tutors will act as your support team, liaising with you regularly to ensure you are confident in your Health and Wellbeing choices, and are able to demonstrate how these choices are benefitting your future.

This programme provides you with a fantastic opportunity to sign up for one of the following activities in each of the first and second terms:

- Volunteering with primary schools
- Charity Committee
- Equalities
- Mentoring lower school students
- School Council
- Cooking course
- Extended Project Qualification (EPQ)
- Social Sport
- Competitive Sport (football, rugby, netball)
- Gym training
- Yoga and Mindfulness
- Duke of Edinburgh Award (Silver)

There is also the potential to complete your Health & Wellbeing programme with other commitments outside of school.

## The House System

The House system is a very important part of life at SHSB.

You will be allocated to one of four Houses:

House	House Colour	House Letter	Head of House
Tuscany	Red	E (after the Etruscans)	Mr Sweeting
Athens	Purple	A	Mr Bennett
Sparta	Yellow	S	Mr Reynolds
Troy	Blue	T	Mr March

If you have a sibling already at SHSB please let us know when you complete your registration forms so that you are allocated with the correct House.

There are many opportunities for all students to participate in Inter-House competitions including rugby, football, hockey, cross-country, basketball, tennis, cricket, music, debating, music, war games, art, chess and languages. Our Sixth Form students play a key role in organising and running many of these competitions.

Participating in the competitions above, the annual Sixth Form House Quiz and Summer Sports Day will earn points for your house. The House with the most points at the end of each academic year will win the coveted Cock House Cup.



## **Positions of Responsibility**

### **Prefects**

In a school as big as SHSB, the work of our Prefects is invaluable to prevent chaos during key busy times like before school, break and lunchtime. Prefects take on the extra responsibility of organising and “policing” younger students entirely voluntarily, they give up their spare time in order to do a difficult job and for this reason they are well respected in the school community and are rightly proud of their role. More details on how to apply to be a Prefect will be distributed to you later in the year.

### **Senior Prefects**

A small number of Prefects wear gold braid around their blazers. These are Senior Prefects. They organise and administer each ‘patch’ of Prefect duty (Languages Centre; Dining Hall; East End door etc.) One of these Senior Prefects is the School Captain. There is a rigorous application process to be a Senior Prefect or School Captain, you will receive more details later in the year.

### **Form Responsibilities**

Each form group will elect a Form Captain, Deputy Form Captain, School Councillor, Deputy School Councillor and Fire Monitor. You will receive details of each of these posts during tutor time.

### **Departmental Prefects**

Many departments choose Departmental Prefects to help with running clubs and societies in their department and supporting the department in events like Open Evening. Please speak to your teacher or the Head of Department if you are interested in becoming a Departmental Prefect.

## **Rewards and Sanction policy**

### **House Credits**

Teachers issue merits and house credits for pieces of good work. When you have collected 5 house credits, come to the Sixth Form office where you will be given a token worth £1.50 to spend in the Snack Shack.

### **Termly awards**

Each term your teachers will award students in each of your classes a learning award for achievement of progress and a community award for contribution and working towards the school vision.

### **School Colours**

School colours (braiding on the blazer) are also awarded termly for outstanding achievements in subjects or extra-curricular activities.

### **Teacher sanctions**

You may be kept behind at the end of the lesson or asked to come back at lunch for things such as being late to your lesson or not completing work.

### **Daily Detentions -1.15pm in L13**

This is a 30-minute lunchtime detention in L13 and may be given by any member of staff for things such as not having the correct uniform, using your phone in the lesson or the main building.

### **Gating**

This is where you are required to remain on site all day from 8.30-3.30pm. You are unable to leave the site at break or lunch and will need to spend any free periods studying in the library. This is given to students who are falling behind academically.

### **Friday Sixth Form Detention – Friday 3.30pm in the Sixth Form**

Students who arrive late to school without explanation from a parent/carers will be asked to make up the time after school on a Friday. You may also be set an after-school detention with your Head of Year for truanting, failing to attend a daily detention or disrupting a lesson.

### **Friday School Detention – 3.30pm in the Library with the Deputy Head**

This is completed with the Deputy Headteacher, Mrs Worth and can be issued to students for failing to attend a previous sanction or repeat offences. Parent/carers may be called for repeated offences and will be asked to come in to school for a meeting if we do not see an improvement.



## **Extra information which you may find useful**

### **The Library**

The **coloured seating area** is a space that can only be accessed by Sixth Form students. The aim of the new Sixth Form area is to enable students to study quietly whilst having access to the library facilities and the expertise of the librarians. The school Librarian, Miss Bainbridge, is also the EPQ supervisor and so those undertaking this option will work closely with her. There are only a few simple rules, and these are to help make the learning experience in the library positive for everyone.

- There is to be silence at all times to enable an appropriate studying environment.
- To keep the library tidy and clean. Food is not to be consumed.
- Music is not permitted as this disturbs other library users.
- The use of headphones is not permitted, except during the exam period between April and June.

### **Study Rooms**

We appreciate that everyone studies in different ways. Therefore, the sixth form centre has a variety of large and small study rooms for private study as well as two ICT rooms. Students may also borrow laptops from the Sixth Form office. There are lockers available on a first come first served basis. Please see Mrs Gallagher for more information.

### **Common Room**

The common room is used during break, lunch and is also available during free study periods. The Snack Shack is open to buy hot and cold food and drink until 2pm. This is a space for all Sixth Form students to enjoy, so please be considerate and ensure that is kept clean and tidy at all times.

### **Lockers**

All requests for lockers should be made to Mrs Gallagher at [jxg@shsb.org.uk](mailto:jxg@shsb.org.uk). Once allocated, students should buy a padlock. Lockers **must** be emptied at the end of every term.

### **Lost Property**

If you lose anything you should check the Sixth Form Office and the Main Office. It is advisable to name items brought into school, especially folders of work.

## **Travelling to and from School**

Always wear full school uniform for your journey and remember that the good name of the school is in your hands. Once you are able to drive you should give your car registration details to Mrs Gallagher, Sixth Form Administrator. There is limited student parking onsite and this is on a first come first served basis. If parking in the neighbouring roads, please ensure that you park considerately.

## **Moving around the School**

Keep to the RIGHT as you walk down the corridors and up the stairs and be thoughtful to others in the corridors.

## **Unifrog**

In keeping with our commitment to provide students with outstanding careers guidance and tailored support when choosing their next step after school, we use Unifrog; an award-winning, online careers platform. All students in the school have access to this useful website.

The Unifrog platform is designed to support learners in making the most informed decisions about their futures and has a range of tools that are suitable for all year groups. Each student has their own personal account that provides a wide range of information related to their interests and aspirations. Key features of the platform include:

- Exploring Pathways – personality quizzes, career and subject profiles, MOOCs and webinars
- Recording – self-reflection about extracurricular activities and key employability skills
- Opportunities – search tools showing live vacancies/courses/placements for apprenticeships, universities (in the UK and abroad), FE, virtual work experience and much more
- Applications – tools to help students build applications for a range of pathways (e.g., CVs, Personal Statements, Common App Essays)
- 

If you are joining us in the Sixth Form and have used Unifrog at your previous school we can transfer your data across so nothing is lost!

## **Grades and course requirements**

You will have chosen your AS subjects carefully; however, we understand that you may change your mind, therefore there is an opportunity to change subjects in weeks 3-4 of Year 12.

You will sit your AS Levels at the end of Year 12 and grades achieved are used by Teachers to predict grades for your UCAS application. To continue on to A2, you are required to achieve a minimum grade D in your AS levels. You will not be able to continue with a subject if you do not achieve a Grade D and will be offered an alternative new AS course or an EPQ (or both).

In Year 13 you will be able to drop a subject and carry on to A2 with 3 (or 4 if you study Further Maths) subjects. If, in Year 12, you study 3 AS' including Further Maths, you will only be able to drop a non-maths subject.

If you have any questions on the Induction Day, please do not hesitate to ask either a student or a member of staff.

If you have any further questions, please email Mrs Gallagher on [jxg@shsb.org.uk](mailto:jxg@shsb.org.uk) or telephone 01702 606263.

## Notes

