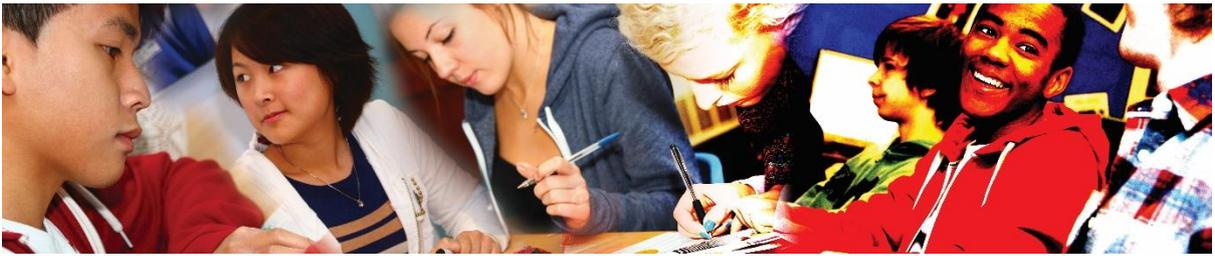


# The John of Gaunt Sixth Form

## Student Handbook



September 2017

## **INTRODUCTION**

Welcome to The John of Gaunt School Sixth Form. It probably feels like it was only yesterday when you were starting secondary school and now you are in the Sixth Form. Where has the time gone? Without doubt, being a Sixth Form student comes with its rewards and challenges, but it is an exciting two years and a time that we are here to support you with.

Over the two years we will work with you to inform you about individual progress, university applications, student finance and provide details of where to access information regarding employment opportunities, gap years etc. If you feel unsure about anything, please don't hesitate to come to speak to any of the staff in the Sixth Form office in W8.

I hope that you will have both an enjoyable and successful time in the Sixth Form, eventually achieving the results you need to continue with your education, or to start employment. Having personalised the curriculum to match your strengths and interests, your success will be determined largely by your attitude to study. Aim high, work hard and enjoy this next exciting stage of your education.

Mrs L Baines  
Assistant Headteacher and Director of Post-16 Studies

## **SIXTH FORM STAFF**

**Tutors** are your first point of contact as they will meet you on a daily basis at afternoon registration (1.40pm to 2 pm). They will be able to advise you about courses and progress and will discuss any pastoral and academic problems.

**Mrs Baines** is the Director of Post-16 Studies; she is responsible for the detailed organisation and discipline of the Sixth Form. Mrs Baines co-ordinates the post-16 curriculum, PSHE programme, gives advice on careers, Higher Education and personal advice to Sixth Form students. She can be found in the Sixth Form office, W8, and can be contacted on 01225 762637 extension 207 or via email at [lbaines@jogschool.org](mailto:lbaines@jogschool.org)

**Mrs Marshall** is the Assistant Director of Post-16 studies. She is also responsible for chairing the Sixth Form Committee and organising social events. She is available for general advice for Sixth Form students and is usually based in the Sports Hall or Sixth Form area. [hmarshall@jogschool.org](mailto:hmarshall@jogschool.org)

**Mrs Smallbone** is Assistant to the Director of Post-16 studies. She manages all things administrative and monitors attendance. Mrs Smallbone can be found in W8 and contacted on 01225 762637 ext 205 or at [ssmallbone@jogschool.org](mailto:ssmallbone@jogschool.org).

**Teaching Staff** If you have a specific subject concern you may wish to contact the subject teacher directly. Teachers can be contacted through the school office (01225 762637) or through our email system.

Students must inform subject teachers beforehand if they know they are going to be away, and must catch up with any work that has been missed. It is the teacher's responsibility to make sure that the syllabus for each subject is covered. This will be done through lessons, reading and written work that will serve to develop and consolidate knowledge. If the amount of work set seems unreasonable, discuss it with the subject teacher, but...be warned, the demands of Post-16 are far greater than those of GCSE, as will soon be discovered!

## **OUR SCHOOL E-MAIL SYSTEM AND CONTACTING STAFF**

The Sixth Form office has its own e mail, [sixthform@jogschool.org](mailto:sixthform@jogschool.org) or you can contact individuals by e-mail. Our addresses all have our name as the prefix and the suffix is [@jogschool.org](mailto:@jogschool.org) for example Mrs Baines is [lbaines@jogschool.org](mailto:lbaines@jogschool.org)

Please find the prefixes below for the whole Sixth Form team.

### **ROLES**

Director of Post-16 Studies  
Assistant Director of Post-16 Studies i/c Yr 13  
Post-16 Administration  
Tutors

### **EMAIL ADDRESS**

lbaines  
hmarshall  
ssmallbone  
rdavison  
jdunbar  
vlopez  
hmason  
mperraton  
kpyper  
ksinger  
jwilkes

### **ATTENDANCE**

Ms Sawyer oversees whole school attendance. Absences must be reported by a parent on each day of absence, by either phoning Ms Sawyer on 01225 762637, or by e-mailing her at [absence@jogschool.org](mailto:absence@jogschool.org). Please note that the school has a safeguarding responsibility and unauthorised student absences will prompt a phone call home.

### **EXAMS**

Mrs D Cottle extension 251, e-mail [dcottle@jogschool.org](mailto:dcottle@jogschool.org)

### **CAREERS**

Mrs A Lynch extension 278, e-mail [alynch@jogschool.org](mailto:alynch@jogschool.org)

## **THE SCHOOL DAY**

|                    |                |
|--------------------|----------------|
| Period 1           | 8.45-9.45 am   |
| Period 2           | 9.45-10.45 am  |
| Break              | 10.45-11.05 am |
| Period 3           | 11.05-12.05pm  |
| Period 4           | 12.05-1.05 pm  |
| Lunch              | 1.05-1.40 pm   |
| Tutor Registration | 1.40 pm – 2 pm |
| Period 5           | 2-3 pm         |

## **ATTENDANCE**

All students are expected to attend all lessons and all study periods should be taken in school in designated study areas. A full explanation of expectations can be found in the **Student Learning Partnership Agreement**, which students sign on joining the Sixth Form (Appendix A).

Absences must be reported by a parent on each day of absence, by either phoning Ms Sawyer on 01225 762637, or by e-mailing her at [absence@jogschool.org](mailto:absence@jogschool.org). In Year 12, students are not permitted to leave the school site without prior permission. However if students need to leave the site for pre-arranged medical or dental appointments, they should always sign in and out in the careers library (W14).

A long absence caused by illness will not count against students, provided it is covered by a Doctor's note or parent's letter.

**Students are not permitted to work at home in Year 12;** this privilege is reserved for Year 13 students. In Year 13, students will be allowed to spend a designated amount of timetabled private study time at home. This will be agreed with Sixth Form management, tutors and parents and will only be available in October 2018.

Holidays should be booked during the school holidays; we cannot condone absence due to holidays taken in term time.

**Attendance should be 95% or more in lessons, registration and PEC lessons. If lesson attendance falls significantly below expectations without clear reason, exam entries may be reviewed.**

## **DRIVING LESSONS**

Many students start to learn to drive during their time in the Sixth Form. Driving lessons will need to be arranged either before or after school hours.

## **COMPUTERS, E MAIL AND MOBILE PHONES**

(Please see **E-Safety Policy** attached at Appendix B).

### **COMPUTERS**

There are designated areas in which we expect Sixth Form students to study. Most of these rooms have computers. Students may also bring in their own laptops, you can log on to the Sixth Form Wi Fi (currently only accessible in the Wingfield building).

Computer usage at school will be monitored. If it is seen that your use is inappropriate, you may lose access to computers in school.

### **STUDENT SCHOOL E-MAILS**

You will already have a school e-mail account (new students will receive log in details in September). You should check your own school e-mails regularly, preferably daily; teachers and tutors will often contact you this way. You should also check the Sixth Form area of the website as it will contain all up to date information concerning Sixth Form, including letters home, important dates and useful websites.

### **MOBILE PHONES**

Whilst it is acknowledged that mobile phones play a large role in a teenager's life, we do expect you to be respectful. This means leaving them turned off and in your bag during lessons (unless needed for the lesson). Students should not record or take pictures of staff without their consent.

Please see **E-Safety Policy** as attached at Appendix B.

### **CODE OF CONDUCT**

As senior students in the school, you will be afforded more freedom but we in turn will have our expectations of behaviour. Essentially, you will be role models for the rest of the school and your conduct will be evident to both staff and other students. In order to maintain this balance, we have a specific **Sixth Form Code of Conduct Policy**, which students agree to on entering Sixth Form. This can be found attached at Appendix C and also on the Sixth Form area of the school website.

## **COURSES**

You will follow THREE courses (A Level or BTEC) during Year 12 and Year 13 depending on your GCSE results. On top of this, you will also take one option from our Personal Enhanced Offer.

For information on specific courses, please see the A Level and BTEC areas of the Sixth Form website. For information on our Personal Enhanced Offer, please also look at this area on the website.

## **EXAMINATIONS**

A levels are now a linear package and will be assessed in an external examination at the end of Year 13. Some subjects will also include a coursework, fieldwork or practical component as part of the assessment. More details can be found on our website by looking at the specific course pages. You can also look at the exam board websites.

From 2017 onwards we will only be entering students for AS examinations in Maths, Biology, Chemistry and Physics.

BTEC level 3 courses are mainly coursework based but there is also an examined component now.

There will be school mock exams at several points throughout your courses in both years.

Students are expected to continually demonstrate they are working at a level to succeed on their courses. The school reserves the right to remove a student from any specific course if this is not being demonstrated. These decisions will always be discussed with students and parents prior to any decision being made.

One year intensive courses in GCSE Maths and English Language are also available and examined in November and then May – June.

Students will agree to and sign the **Student Learning Partnership Agreement** on entering Sixth Form (see Appendix A)

## **ASSESSMENTS AND PARENTS' EVENINGS**

During the Sixth Form we will monitor your progress carefully. If concerns arise, we will contact parents.

We start with a Probationary Period in Year 12 and will ask to meet with parents and students at the start of October if problems arise. At this time we will set clear targets for the student to work towards that will be reviewed within a set time period. If you do not meet these targets then we will have to look at reviewing your suitability to Post-16 study.

The first Tutor Evening will be in October; here your parents and you will be able to talk to your tutor about how you are settling into the Sixth Form.

In November of Year 12 an Interim Assessment of progress is made following an assessment of completed work. If, in the light of this, we are worried we will contact parents. A predicted A Level grade will be given, as will a set of projected A Level grades based on your GCSE performance.

Following this we will have regular Interim Assessments and a full written report will be issued in term six.

In March we have a Subject Parents' Evening where parents can talk to subject teachers about how you are performing and progressing in each subject.

In June there will be a Parents' Evening to provide information about the Higher Education process.

Maths and Science AS Level exams will be sat in May and June; the results will be published in August. They will be used to inform decisions about which courses you will follow in Year 13.

## **CAREERS ADVICE**

Careers Advice is available at any stage in the Sixth Form through your Tutor, Mrs Baines or the Sixth Form team. Alternatively, students can access our Careers Adviser, Mrs Lynch who can be contacted on [alynch@jogschool.org](mailto:alynch@jogschool.org)

During Year 12, you should be actively seeking careers and course advice. You should be encouraged to visit employers, use appropriate internet websites and work shadow either in school time (which must be approved by us) or your own time. In 2018 all Year 12 students will complete a week of work experience in July. Certain university subjects such as teaching, medicine, veterinary and dentistry, all require a substantial amount of work experience; in these instances students must liaise with the Sixth Form team to co-ordinate their programme.

Much HE/FE and careers advice and information is given via the Sixth Form PEC programme throughout Years 12 and 13. In the Summer term, we will encourage Year 12 students to visit Higher Education establishments.

## **DRESS**

Although there are no uniform requirements in the Sixth Form, there is a **Sixth Form Dress Policy** (see Appendix D).

As Sixth Form students are senior members of our school, we expect you to set a mature example in the way you behave and dress. With this in mind, we expect our students to dress in a way that is safe and acceptable in style to both the staff and visitors to the school. Extremes of fashion are not acceptable.

We want Sixth Form students to feel comfortable and unregimented; however, the way you dress should clearly indicate that you are essentially here to study. There may be times when more formal dress would be required, such as when helping out at public events.

## **WORK AT HOME**

The jump from GCSE to A Level is huge. The amount of work can be alarming and adapting to it may take some time. You will find that you have to work more independently and that self-discipline and self-motivation will play a major role in your life. Please persevere with your learning when the going gets challenging! Progress is consistent with regular attendance and constant hard work throughout the course.

Having done well at GCSE does not equate to automatic success at A level – there is no room for complacency! We expect all Sixth Form students to do at least two hours of study each day on top of private study. This work is usually of four types:

1. Work set in class.
2. General reading.
3. Revision and consolidation.
4. Producing a condensed set of revision notes or cards.

There will be no occasion when a student can say “I haven’t any work to do”. The most successful students are always those who fall into a regular, self-disciplined approach to their study.

During Year 13 we allow students to have some home study, with permission from parents, tutor and Sixth Form management.

## **WORK (PART-TIME JOBS)**

A large number of Sixth Form students undertake part-time work in the evening and at weekends. This is understandable, but can lead to problems if it involves too many hours of work.

Our advice is that it should be limited to one day at the weekend or two evenings during the week. In other words, **a maximum of around 8-10 hours per week**. Work that involves two evenings and all day Saturday or Sunday makes it very difficult for you to do the amount of school work necessary at home. This view is supported by research which shows that excessive paid work reduces the A Level grades a student achieves. **Paid work during school time is, of course, not permissible.**

## **ENRICHMENT PROGRAMME**

PEC or the Personalised Extended Curriculum consists of 6 parts, namely Preparation, Leadership, Community, Work Readiness, Smart and Active. Students will spend a proportion of their time in and out of school hours accessing each of these areas, collecting evidence of involvement and experience along the way. This programme will furnish you with a broad range of skills and experience to take on into employment or university; it will be vital extra-curricular information for your CVs and UCAS application forms.

## **WORK EXPERIENCE**

Year 12 students will undertake a one week work experience programme during the final term. There is an expectation that you will arrange your own placement by contacting organisations which may be able to offer you a placement to suit your interests. You will be given guidance on this during PEC lessons and through the tutor programme. In order for you to secure the best possible opportunities, it is our strong recommendation that you begin this process in the autumn term.

## **16-19 BURSARY**

The Bursary supports students who are facing financial barriers or difficult circumstances. It is aimed at students who cannot stay in education without financial assistance for items such as transport, books and other course related equipment and costs.

In September, we will send letters detailing how to apply. If you do think you are eligible, you will need to provide supporting documentary evidence to our Finance Office. Details can also be found on the Sixth Form area of the website.