

# Fulford Sixth Form



# Student Handbook 2017-2019

## Welcome

I offer a warm welcome to everyone joining Fulford Sixth Form and congratulations for having overcome the hurdle of your GCSEs. Our Sixth Form has developed a reputation for having a very friendly, encouraging and supportive environment that allows students to achieve to the best of their ability. I hope that this proves to be your own personal experience of your time here. A special welcome goes to those students who have joined us from other schools and other countries.

For all of you, joining the Sixth Form will be the most dramatic and exciting change in your education since moving up from Primary School. You will be studying only your favourite subjects; you will be in new tutor groups; there is no uniform and you will develop, I hope, a completely different working relationship with staff. I am sure you will find all this hugely enjoyable but also remember that you need to be more independent now. You will need to be highly organised and take responsibility for your own progress. You will certainly need to be aware of what is going on. There is a great deal happening in the Sixth Form and I hope that each of you will throw yourself enthusiastically into Sixth Form life. Only in that way will you be able to say, ultimately, that you made the most of the opportunities offered to you.

I would like to think that you will all make the effort to develop strong contact with your Sixth Form Tutor. Over the next two years your Tutor will be the key figure for you. He/she will be there to help and advise as well as to listen. He/she will be the person who will write references for you in the future. The tutors can only do this effectively if you keep them informed about YOU!

Remember, what you get out of the Sixth Form will be in proportion to what you put in. Throw yourself into it, work hard, do the best you can and be the best that you can be. If you need help or advice, ASK (sooner rather than later)! The earlier a problem is faced the more easily it is solved. Ms Booth (Assistant Director of Sixth Form), Amanda Stuart (Learning and Wellbeing Worker), Sharron Thompson (Sixth Form Administrator) and I are here to help in addition to your tutors. We look forward to getting to know you all over the coming weeks.

Mr Morris  
Director of Sixth Form

**Fulford School Sixth Form: *'Outstanding' in all areas.***

**OFSTED, 2011**

# Course Requirements

## Learning Time

Each course carries with it a weekly learning time commitment. This learning time is a combination of lessons and private study. If you are following the full programme of courses in Year 12 **you will be expected to do a significant amount of study per week outside of lessons** (*on average this should consist of one hour of private study per lesson*). If you undertake a programme of 3 courses instead of 4, you will attend additional study sessions in school to ensure that you achieve highly in your 3 courses. You should also study beyond the set work and homework with, for example, wider reading and independent research.

In Year 13, most students continue with only 3 courses. If you choose to do this, it is expected that the time spent on each subject will increase. The demand will fluctuate throughout the year and you must be prepared for the times when it requires your full commitment.

## Form Periods & Tutorials

You will attend Form Period with your Sixth Form Tutor Group once a week in Year 12 and once a fortnight in Year 13. You will also attend a small group tutorial once a fortnight by arrangement with your Sixth Form Tutor.

## Vertical Tutoring

In addition to your Sixth Form Tutor Group you will be a member of a Vertical Tutor Group. In Year 12 you will be expected to attend and contribute to this once per week by arrangement with your tutor. This provides you with the opportunity to make a contribution across the whole of the school and to develop valuable and relevant skills for any UCAS application. In Year 13 you may opt in or out of this commitment.

## Enrichment

The Sixth Form Enrichment Programme offers a wide range of activities and opportunities. You are expected to participate fully in this programme. You can also choose to complete your enrichment hours outside of school and in your own time but you must inform your Sixth Form Tutor and provide evidence of having undertaken the activity.

## Study Periods

In Year 13, you will be timetabled and expected to attend one or two study periods per week dependent upon your study programme. This does not apply to students continuing to study 4 courses.

## Employment

Many of you will be seeking part - time paid employment alongside your studies. To some extent this is a positive step as you can learn much from the experience, developing new skills and gaining supporting references in addition to earning money. However, **you must be aware that you are embarking on a programme of full time education** and you need to strike a substantial balance between study and paid work. Sixth Form Students should not undertake more than 10 hrs paid employment per week. If you do so, you will not have the capacity to achieve your potential in your studies and you will not have enough time to relax and undertake activities that benefit your health and wellbeing.

## Attendance Procedures for the Sixth Form

(Please read the detailed Attendance Policy at the back of this handbook)

- 1. A class register will be taken in every lesson.** The Sixth Form Administrator will phone your parents/carers on a daily basis if you have any unauthorised absences. Further unauthorised absences will be followed up the Learning and Wellbeing Worker.
- 2. You are expected to maintain a very high level of lesson attendance.** Frequent absence becomes a matter of concern even where there are legitimate reasons for each individual absence. The school expects you to reach a minimum of 95% attendance. If your attendance falls below 85% the school will take action, which may include exam withdrawal.
- 3. If you know in advance that you will miss lessons as a result of legitimate absence, you must inform subject staff and the Sixth Form Administrator (using the Excusal Slips available in the Sixth Form Common Room). You must give a minimum of 24 hours notice.** These must be countersigned by parents. Subject staff can take account of absences if warned in advance and *may* be able to plan lessons accordingly.
- 4.** If you have an unexpected absence, a parent/carer **must** phone the Sixth Form Absence Line before 9am using option 2 on the main school number. If this absence continues for more than one day, a parent/carer must phone on every subsequent day of absence. Alternatively, on your return to school you can complete **a Self Certification Form**. These must be countersigned by a parent/carer and your Form Tutor then handed in to the Sixth Form Office.
- 5. If you become unwell during the day** and wish to go home, you **must** report to the Sixth Form Administrator before leaving the site. This is to ensure your absence is recorded correctly.
- 6. If you arrive to school late** you **must** sign in at the Sixth Form Office before proceeding to your lesson. If you do not follow this procedure and arrive to a lesson more than 5 minutes late, you will be sent to the Sixth Form Office to sign in before being admitted to the lesson.
- 7.** You must attend all timetabled sessions including weekly **form periods**, fortnightly **tutorials** and **study periods**.
- 8. Formal morning registration will not take place.** Messages will be emailed to you, placed on the whiteboard or displayed as posters in the Common Room. **These MUST be checked at the beginning of every day.**
- 9.** You are expected to attend your **vertical tutor group once per week whilst in Year 12 (and in Year 13 if you have opted in).**
- 10.** You do not have to be present on site when not committed to lessons, tutorials, form periods, study periods or your vertical tutor group. **Our safeguarding policy requires that when entering and exiting the site you must swipe your ID card so we know who is on site at all times.**

## Assessment and Reporting

You will receive three progress reports each year. These reports will contain estimated grades, assessment grades, predicted grades, approach to learning scores and attendance figures.

### Assessment:

#### A levels

Year 12	January	Mid-year assessments
	May/June	AS exams and Year 12 mocks
Year 13	January	Mid-year assessments
	June	A level exams

BTECs            Ongoing assessment

In order to progress from Year 12 into Year 13 **you must achieve pass grades in a minimum of 3 courses**. This judgement will be based upon AS exams, Year 12 mock exams and assessments from throughout Year 12. Many courses include an element of coursework or personal study. It is important that you identify the individual deadline dates for such work.

### Reporting:

Year 12	- Progress Report: Mid November
	- Parents Evening: Wednesday 13 <sup>th</sup> December
	- Progress Report: Late February
	- Progress Report: Mid April
Year 13	- Progress Report: Mid November
	- Parents Evening: Thursday 7 <sup>th</sup> December
	- Progress Report: Early March
	- Progress Report: Late April

You will have the opportunity to discuss your progress with your subject teachers throughout the year. You will also undertake progress review discussions with either your Sixth Form Tutor, the Post 16 Learning and Wellbeing Worker or the Director of Sixth Form following each progress report. During these progress reviews you will agree action plans to ensure that you maximise your potential in the courses you are taking. During the summer term of Year 12 your subject teachers will provide written comments to your sixth form tutor in preparation for the writing of your academic reference during Year 13. AS and Year 12 mock results will be issued in August.

## Common Issues

### Leave of Absence Requests

Teaching schedules are extremely tight in the Sixth Form and holidays taken during term time will **not** be authorised. However, if you need to request leave of absence for any other reason your parent/carer must write to the Director of Sixth Form clearly stating the dates of absence requested and the reasons for the absence.

### Dress

There is no school uniform but it is expected that, although your dress may be casual, your appearance will be smart. Skimpy or very scruffy attire is not appropriate. It must certainly not cause offence in any way whatsoever. Remember, this is a working environment and you should dress suitably. You must, of course, adhere to the school's health and safety regulations about the non-wearing of jewellery that apply to certain specialist subjects such as PE and Science.

### Driving Lessons and Tests

You must not arrange driving lessons (or the Theory test) in school hours unless you are free. Please note that in Year 12 you are unlikely to have much free time! You may be forced to miss lesson time for the official driving test but you must follow the normal procedures and submit an excusal slip.

### Contribution to School Life

You are the senior students in the school and as such, you have a vital role to play in terms of setting a positive example for the younger pupils and in helping them to cope with the various demands of school life. All Year 12 students (and those in Year 13 who have opted in) will be involved with a Vertical Tutor group – you are expected to be an integral part of that group, to attend regularly and to assist the tutor in a variety of ways. Students who volunteer to assist with other activities always gain as much from them personally as they give to the younger pupils they are helping. Examples of activities where help is always needed are:-

- Peer Listening – A group of students who offer a Peer Support service within school.
- Paired Reading – students assist individual pupils to develop and improve their reading skills.
- Subject Support – students arrange to assist lower school pupils in a specific subject area, usually one of the subjects that the student is taking at A-level.
- Guiding Visitors – students offer to assist the Director of Sixth Form by acting as guide for people visiting the school.
- Clubs/Activities/Music/Sports – students help to organise and run a whole range of school clubs, specific events or activities and assist with music groups and the training of sports teams.

All these activities also provide good experience for subsequent higher education or careers applications.

## Study Rooms

You have 2 designated study rooms. These rooms are N7 (Newton Block) and B2 (Babbage Block). These rooms are well equipped with computers for the sole use of sixth form students. **Food or drink is not permitted in these rooms and students must work quietly.** In addition to this you can also work quietly in empty classrooms or in the school Resource Centre. You are able to work in the Common Room, which has WIFI access, although this will not be set aside specifically for quiet study. You also have access to some of the school's other computer rooms when they are not in use by other classes.

## Car Parking

Due to limited parking facilities **we strongly advise that you do not drive to school. If, however, you do wish to travel to school by car you must provide details of the make, registration and colour of your car to the Sixth Form Administrator before parking on site.** Students are not permitted to park beyond the internal gates, the only parking spaces available for sixth form students are near to the entrance roundabout. Parking on nearby streets is also limited and students must please park responsibly and respect the local residents.

## Finance: The 16-19 Bursary Fund

### Introduction

The 16-19 Bursary Fund exists to help students continue with and complete their course where they would otherwise be prohibited from doing so on financial grounds.

The fund is intended to help with the hardship needs of individual students. Its intent is to "enable" a learner to continue with his or her education and should not be viewed as an incentive to attract young people into learning. Generally, awards from the fund will be used towards essential course related costs such as books, equipment, exam resit fees, travel to school/higher education institutions, meals, field trips and visits. Fulford School will seek to ensure that the funds available are:-

- Distributed fairly through a process which is transparent and easily understood.
- Assessed and allocated to each individual's need, taking into account the financial circumstances of the applicant and the intended use of the award.
- Used to widen access to, and participation in, Sixth Form education.

16-19 Bursary Funding and the guidance concerning the administrative arrangements, priority groups for support and monitoring arrangements is issued by the Young People's Learning Agency (YPLA). This gives a broad overview of the Fund on the whole and instructs schools on the appropriate use of the funding.

*Please note: there is a limited amount of funding which means that it may not be possible to support every application and priority will be given to those students from the families with the lowest household income and/or highest demonstrated need.*

### The Fund has two elements:

#### 1. **Guaranteed Award**

The following students will be eligible to receive a bursary of £1,200 per year, if agreed standards of behaviour and attendance are met:

- young people who are looked after children in the care of the Local Authority or foster parents;

- care leavers;
- those young people who receive Income Support in their own right;
- disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance.

These students may also apply for further support during the year. Attendance and behaviour standards can be found in the student handbook available from the Sixth Form Office and align with those expected of all students attending Fulford School.

## 2. Discretionary Award

These awards will be targeted towards other young people facing financial barriers to participation in Sixth Form studies. Priority will be given to those young people from households with low incomes. Agreed standards of behaviour and attendance should also be met. The priority groupings in order are defined as:

- Students qualifying as most vulnerable and entitled to £1,200 bursaries
- Students in receipt of free school meals
- Students with household income below £35,000

### Application Process for Discretionary Awards

- **Step 1:** Completed financial assessment forms, together with the documentation required, should be returned to the Sixth Form office for confirmation of eligibility, ideally by the end of September 2015. However, applications can be made at any point throughout the year.
- **Step 2:** Confirmation of **financial eligibility** will be confirmed by e-mail.
- **Step 3:** Claim forms are available from the Sixth Form office or can be downloaded from the school website. Forms should be completed by the student and returned to the Sixth Form office with supporting evidence such as receipts attached. Please note that claims for travel/books/equipment and other purchased items will not be processed unless a receipt is provided.
- **Step 4:** Applicants will be notified of the outcome of each individual claim by e-mail.

Successful applicants will either have the books, equipment or other costs provided by the school or direct payment will be made to the applicant on production of receipts.

Unsuccessful applicants will have the right of appeal.

All applications will be treated in the strictest confidence.

***NB If a student's or household's financial circumstances change during the year, the student MUST inform the Director of Sixth Form immediately.***

### Awards Process

Awards are made for specified course related costs and/or other costs viewed as presenting a barrier to the individual learner's participation in education. The amount of each award will be allocated on a case by case basis.

The School may offer bursaries in the form of non-cash "in kind" payments where appropriate, such as contributions to travel passes or meal credits, payments for course related school trips etc. Any equipment purchased by the school for use by an individual learner remains the property of the school and must be returned upon completion of or withdrawal from the course.

In line with the "something for something" ethos, receipt of bursary payments are conditional upon a student meeting attendance and behaviour standards which are agreed in advance and set out in the student handbook.

Attendance and behaviour requirements generally align with the conduct standards expected of all students who are part of the Fulford School community and can be found in the student handbook. Where the learner does not meet the agreed attendance or behaviour standards, which will be monitored on a half-termly basis, the school will make every effort to advise the learner and help resolve any issues but retains the right to rescind or suspend bursary payment(s).

### **Appeals Process**

Should learners disagree with the outcome of either their application for a bursary award or the withholding of a payment due to attendance/behaviour, they should write formally to the Director of Sixth Form.

All appeals will be considered by the Director of Sixth Form. Your letter of appeal should include your name and form and the reasons for your appeal. Any additional information you wish to provide that you feel is relevant to your application can be attached. Written confirmation of the outcome of the appeal will be sent out within ten days of the appeal being considered.

### **Review of Policy**

This policy will be reviewed on an annual basis, taking into account the views of the school, young people and their parents and guidance from the Department for Education and the Young People's Learning Agency.

## Fulford Sixth Form Home-School Agreement

This agreement is a statement of intent by both the student and the school, outlining a commitment to meet the reasonable expectations each holds of the other. It serves as a contract between the student and the school and will form the basis of any future discussion that needs to take place between a student and the school.

### Fulford Sixth Form expects a student to –

1. Treat other students, staff and guests with respect.
2. Be attentive and participate fully in lessons.
3. Keep all personal files organised, up to date and submit work set to agreed deadlines.
4. Spend the necessary time each week on private study on **each** of your courses (an average of 4-5 hours per subject per week).
5. Be punctual and maintain a good record of attendance (95%+) in all timetabled sessions. If your attendance falls below 85%, the school will take action, which may include exam withdrawal.
6. Inform teaching staff and the Sixth Form Administrator of the reasons for any absence, using the appropriate form, signed by parents/carers.
7. Participate fully in the Enrichment Programme.
8. Contribute to the life of the school as a whole and be a positive role model for the younger pupils.
9. Wear a Sixth Form Lanyard and ID card at all times when on site.

### A student can expect Fulford Sixth Form to –

1. Seek to provide a high standard of teaching.
2. Encourage learning through advice on the development of learning skills and through the provision of facilities to assist independent learning.
3. Offer a wide and varied programme of enrichment activities to help personal development and career progression.
4. Give individual support via the tutorial system and the Learning and Wellbeing Worker.
5. Provide appropriate careers advice and guidance.
6. Provide regular progress reports.
7. Write references as required.
8. Be available to discuss parental concerns.

### Progression into Year 13

I understand that progression into Year 13 is dependent upon me achieving pass grades in 3 courses throughout Year 12 and in end of year assessments.

### 16-19 Bursary Fund

I understand that the school will assess my learning progress and attendance when considering any claims from the 16-19 Bursary Fund (see Student Handbook for details). Learning progress will be assessed on the following criteria:-

- approach to lessons
- reports
- the completion of all coursework, homework and any other set assignments, on time and to the best of my ability
- attendance and punctuality (must be in line with the Sixth Form Attendance Policy (see *Student Handbook*)).

**You will be asked to sign a copy of this agreement, which will then be kept on file.**

## Fulford School Sixth Form Attendance Policy

It is a key aim of the school that Sixth Form students should have a minimum of 95% attendance in order to maximise their educational experiences and attainment. In line with this, all Sixth Form students will be required to attend all timetabled lessons, enrichment sessions, tutorials, supervised study sessions and form periods. **Where students are eligible for Bursary payments, if the student has a poor attendance record they may not receive their payment.**

However, we accept that some absences are unavoidable and in some circumstances the school will deem absence to be authorised. Please see the list below for details of which absences are considered authorised.

In the Sixth Form Common Room, you will find two types of form to be used for absence.

- 1. Excusal Slips** - These are to be used for any absences that are able to be foreseen, such as hospital appointments, music exams or a religious holiday. The form is in two parts, one part to go to the subject teacher and the other to the Sixth Form Office. Forms **MUST** be countersigned by a parent/carer.
- 2. Self-Certification Form** - These are to be used for any unforeseen absences, mainly illness. If you have an unexpected absence, a parent/carer **must** phone the Sixth Form Absence Line before 9am using option 2 on the main school number. If this absence continues for more than one day, a parent/carer must phone on every subsequent day of absence. Alternatively, on your return to school you can complete **a self-certification form**. This form must be countersigned by a parent/carer and then handed in to the Sixth Form Office. If we do not receive a phone call or a self-certification form, your absence will be recorded as unauthorised. If illness extends beyond five consecutive days, then a doctor's note will be required in addition to the self-certification form.

### **Absences which can be foreseen**

These will be authorised only if the reason given for the absence is a valid one. The following are examples of reasons which would usually be considered to be acceptable:-

- A medical appointment which **cannot** be arranged outside school hours
- To look after a family member or another person for whom the student has caring responsibilities – however this **does not** cover babysitting younger siblings
- A religious holiday in line with the student's faith
- A visit to a university either to attend an open day (maximum of 3 days to be approved) or for interview
- A career related interview
- A work experience placement which is an integral part of a course, and for which the student does not receive a wage
- Participating in a significant extra-curricular activity, such as drama, music or sport. Authorised absence will be granted only where the activity reflects a significant level of personal achievement
- Attendance at a probation meeting
- Family bereavement and attendance at the funeral of a close friend or immediate family
- Severe disruption to a student's mode of transport where there is no practical way of getting to school
- A practical driving test (but **NOT** the driving theory test)
- Jury Service

- Court attendance (as a witness)
- Wedding of an immediate family member
- Visits approved by the school such as day and residential visits to outdoor centres or Department study days
- Study leave

**The following reasons for absence would not be acceptable:**

- Holiday taken during term-time
- Social events during term-time
- Part or full time work which is not part of the student's programme of study
- Student union or political activities
- Leisure activities
- Birthdays or similar celebrations
- Babysitting younger siblings
- Shopping
- Driving lessons and the driving theory test
- Late arrival to lessons/tutorials
- Routine medical/dental appointments
- Missing lessons to complete coursework/homework.
- Taking unofficial exam study leave

This list is not intended to be exhaustive