



# SIXTH FORM HANDBOOK ENTRY SEPT 2018

**NAME:**



National Support School  
designated by  
National College for  
Teaching & Leadership





## **THE SIXTH FORM OFFICE**

Mr P de Kort	Head of Sixth Form
Mrs J Tolley	Assistant Head of Sixth Form
Mrs M Atkinson	Sixth Form Administrator
Mrs S Syeda	Sixth Form Centre Support Administrator

For all Sixth Form enquiries, the Sixth Form Office is your first port of call and is found in the middle of the Sixth Form Centre.

This is where you come for discussions with Sixth Form staff about issues and concerns, to record and get approval for planned future absences, to get timetable and enrolment information as well as more details about advertised enrichment opportunities.

**You must always notify us of any planned absence, so your attendance record can be correctly maintained. If you are ill and need to go home during the day, please try to record this with us at the time. Any unplanned absence due to, for example, illness, should be recorded on a DAILY BASIS by calling the absence line on 01727 732962, where messages can be left.**

If your contact details change, it is important that you notify the Sixth Form Office as soon as possible so that we may update our records.

## **SIXTH FORM TUTORS**

Your Form Tutor will play a vital role in supporting you through the next two years. Being in the Sixth Form is much more complex than in Years 7-11. There are many more decisions to make and most have greater consequences for your future. You will need to be well-informed and well-advised. This is where your Sixth Form Tutor comes in. It is their role to support you in adjusting to the extra freedom and responsibility that being a Sixth Former brings.

You will have the opportunity for one-on-one or small group tutorials and this is the place to ask for help with whatever you need support with, whether the issue is about a subject problem, time management, personal difficulties which are impeding your studies, job and university references, exam preparation or any other topic where you need guidance.

## **GENERAL INFORMATION ABOUT BEAUMONT SIXTH FORM**

### **Timings of the Beaumont\*\* School Day**

Tutor time	08.30 - 08.40
Period 1	08.40 - 09.25
Period 2	09.25 - 10.10
Period 3	10.10 - 10.55
<b>Break</b>	<b>10.55 - 11.20</b>
Period 4	11.20 - 12.05
Period 5	12.05 - 12.50
<b>Lunch</b>	<b>12.50 - 13.50</b>
Period 6	13.50 - 14.40
Period 7*	14.40 - 15.25

\* No Period 7 on Fridays

\*\* Please note Sandringham and Verulam have different timings to their school days. Details of these are in the Sixth Form Planner which you will receive on Enrolment Day.

Assemblies take place on Thursday mornings during Period 2. An attendance register is taken in all lessons, tutor time and assemblies. **Your attendance record is based on all of these sessions, as they are all compulsory.**

### **Year 12 Reports 2018/19**

We publish your first report in November. There is a Parent Consultation Evening in February. A full report, including teacher and tutor comments, will be provided in April.

Students, as well as parents, are expected to attend the Parent Consultation Evening.

### **Photos**

We will take your photograph at Induction to assist with identification on the site. We, of course, conform to the Data Protection Act in its use.

### **BeauSandVer Matters (if applicable)**

Your planner includes key BeauSandVer (BSV) dates. If you are timetabled for classes at either of the other two schools, please ensure you are aware of any dates (i.e. Parent Consultation Evenings) that differ from Beaumont events. **Please note that Beaumont Curriculum Enrichment Day events have priority over lessons in the rest of the BSV, should there ever be a clash.**

## **EXPECTATIONS AND RESPONSIBILITIES**

You are required to sign a Sixth Form Student Agreement and submit it with your Course Confirmation Form after GCSE results day. This lays out the expectations that you must meet to remain in the Sixth Form, the details of which are outlined below:

### **Attendance**

**You must attend all subject lessons, tutorials, assemblies and Curriculum Enrichment Days, unless you have a valid reason.** Any planned absences which have an academic or career basis, such as work experience, must be discussed and approved by the Head of Sixth Form in advance. Any other absence request will have to be considered centrally by the School and align with our Attendance Policy. For clarification, driving theory tests and holidays will not be approved. Any non-approved absence forms part of a student's attendance record and will be followed up with an in-school detention. Failure to comply with our attendance expectations will lead to additional supported study periods being imposed.

You should inform the school if you are unexpectedly absent due to illness or emergencies. ***You must call the absence line (01727 732962) preferably by 9:30am for each day you are absent due to these circumstances.***

Planned and agreed absences must be recorded in the Appointments Diary. If you need to leave school unexpectedly or arrive late, you must record this in the Signing In/Out book. Both of these are kept in the Sixth Form Office.

**Your overall attendance record determines your ability to stay on in the Sixth Form.**

### **Punctuality**

**You must be punctual to all lessons and tutorials.** It is likely that if you are late to lessons without a valid reason you will be refused entry to any that are underway. **This means you will be marked absent and be expected to catch up with the work in your own time.** A record of lateness is kept, as we are regularly required to report on this when student references are requested. Persistent poor punctuality will lead to the removal of flexible study periods.

### **Work and Deadlines**

**You must complete all work set to the deadlines given.** Should you have a good reason why you will find it impossible to meet a deadline, you should approach your teacher BEFORE the date to try to negotiate an extension. It is your responsibility to ensure that any work set in your absence is caught up on and completed. Talk to your teacher outside lesson time if you need help catching up.

### **Paid Employment**

**You CANNOT accept any paid work during school hours.** This is because of your full-time student status. Any breach of this national regulation will mean that you cannot be kept on the school roll. **For clarification, 'school hours' refers to any time the School is open to students, not just a particular student's timetable.**

## Respect

Your status in the Sixth Form is dependent on your respect for:

- **Your teachers and other staff**
- **Your fellow students**
- **The facilities provided for you**

This expectation involves all school activities, including trips, events and Leavers' Assemblies.

## NO Smoking

**The school is a non-smoking zone.** This zone extends to locations (such as Oakwood Drive) and times when you can reasonably be identified as a Beaumont student. You are expected to set the correct example to Years 7-11 in this regard. Students who breach this rule will receive a period of external exclusion.

## NO Chewing Gum

Chewing gum is banned on the school site.

## Mobile Phones

During school hours, mobile phones may only be used in the Sixth Form Centre or in lessons with the teacher's permission. Failure to adhere to this rule can lead to the phone's confiscation for an extended period.

## Parking

**You CANNOT park on the school site.** If you do choose to drive to school and park locally, please park considerately, remembering that the normal rules of the road apply. If you block driveways, then you risk having your vehicle towed away.

## Minibus Transport

This is provided for free travel to BSV lessons at break and lunch times. It must only be used for this purpose. Students vandalising or placing graffiti on the buses will have their right to use them withdrawn.

## Laptops

Please note that the school cannot take responsibility for student laptops and other electronic devices; it is your responsibility to look after them at all times. You should also ensure that they are covered by your own home insurance.

## **ICT Acceptable Use Agreement: Student**

- I will only use ICT systems in school, including the internet, e-mail, digital video, and mobile technologies for school purposes
- I will not download or install software on school technologies
- I will only log on to the school network, other systems and resources with my own user name and password
- I will follow the school's ICT security system and not reveal my passwords to anyone and change them regularly
- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use
- I will not browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher
- I am aware that when I take images of pupils and/ or staff, that I must only store and use these for school purposes in line with school policy (only taken with their permission) and must never distribute these outside the school network without the permission of all parties involved. This includes school trips and all occasions when I am in school uniform or when otherwise representing the school
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring the school community into disrepute, including through uploads of images, video, sounds or texts
- I will support the school approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the school community
- I will respect the privacy and ownership of others' work on-line at all times
- I will not attempt to bypass the internet filtering system
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted
- I will ensure my use of a smart watch or similar device does not impact on the learning of others and is used appropriately during the school day. The statements above also apply to smart watches

## **FACILITIES**

The Sixth Form Centre and all its study and social facilities are for your exclusive use. You can secure a locker for your time in the Sixth Form on payment of £5.

The Sixth Form facilities consist of a large social area. There are also four study rooms:

Two for Silent Study (silence to be observed at all times)  
One for Independent Study (with PCs)  
One for Group Study (with shared working tables)

**MAKE SURE YOU ARE DOING THE RIGHT STUDY IN THE RIGHT ZONE!**

Unfortunately we have consistently failed to secure the voluntary support of any Sixth Formers' parents to pick up your litter, put away your notes and books and collect your coats and bags at the end of the day –

**THIS MEANS THAT YOU WILL BE EXPECTED TO DO THIS!**

Food can be purchased from the School Dining Hall and from the Sixth Form Centre's Atrium Cafe. Crockery or plates which are not disposable must not be removed from the Dining Hall.

Failure to respect and look after your facilities will mean that your right to use them will be withdrawn.

## **SIXTH FORM LIBRARY RESOURCE CENTRE**

A collection of resources aimed to support Sixth Form Study is located at the back of the Silent Study area. The Library next door is also available for your use. Materials are available for borrowing overnight or on a seven day loan.

A selection of magazines and newspapers is also available which include specialist subject material such as English Review, Microbiology Today and Business Review. A collection of contemporary fiction titles is also available for loan. Suggestions for titles to add to this collection are always welcome.

We also provide resources to support subjects taught elsewhere in the BSV. You are entitled to use the library facilities of our partner schools if you are studying there.

If you are new to Beaumont, you will be issued with a library card and access to the IT network in the first few days of the new term.



## SELF-STUDY

Homework is a term that is misleading once you enter the Sixth Form. As a Sixth Form student you need to realise that 'self-study' is a more accurate description. This falls into three general categories:

- Tasks set by your subject teacher(s)
- Tasks set by yourself \*
- Work that you do within your study periods at school

\* *This may include the following:-*

- Reviewing notes and undertaking additional practice questions
- Research, investigations and pre-lesson preparation
- Wider reading
- Viewing relevant media sources

As you start your Sixth Form subjects, the big change you will notice compared to GCSE is that as well as taking the subject, you are now studying a subject. You will have a greater interest in the smaller number of subjects and you really have a thirst for further knowledge!

- **This requires a minimum of 5 hours of self-study, per subject, per week**

We appreciate that as part of your social life you would want to earn money but this must be in balance with your studies. Research suggests that students who have jobs which take up more than ten hours per week suffer poorer results than those who do not.

## ENRICHMENT ACTIVITIES

The Sixth Form aims to prepare students for life after school in the most complete way possible. A vital aspect of this is provided by the wide ranging enrichment activities which we offer. These offer the opportunities to develop personal skills, confidence and experience to place alongside academic qualifications gained. As examples, Sixth Form students have taken up the following enrichment activities in the last year:

- Rob's Festival organisation
- Captaincy roles
- Student Mentoring
- Class assistance across a wide range of subjects

In addition, there will be several full day study skills programmes on Curriculum Enrichment Days, which are designed to equip you with the broader skills needed for academic and career success at this level. **These are compulsory and essential for your development.**

## **EXAMINATIONS**

For A Levels, you will sit Threshold Exams at the end of Year 12. In the case of BTECs and CTECs you will take a mixture of internal and external assessments. You must pass any subjects you wish to continue with into Year 13. (Please see the Sixth Form area of the School website for details of our progression criteria).

Students will usually take their external exams at the school where they are studying the subject. If you have questions about exam administration you should contact Mrs Colls, Examinations Manager, in the Exams Office.

### **Charging Policy**

We enter all students free of charge for one set of exams in each subject.

Should a student choose to opt into taking an AS exam at the end of Year 12 A Level study, they would have to pay for exam entry, as this would be additional to the fees we cover.

## **FINANCIAL SUPPORT FOR STUDENTS**

The Government provides some funding to help Sixth Form students from low income households with academic expenses which need to be incurred. This can involve support with: public transport to and from school; textbooks; school trips; travel to university and open days; other subject related materials, eg. Photography resources.

If you believe you may be entitled to such support, please complete a Sixth Form Bursary form available from the Sixth Form Office or the main Finance Office.

## **FIRE PROCEDURE**

In the event of the fire alarm sounding you must immediately go the muster point advertised in the room you are occupying. You must not leave or enter the site whilst the alarm is still sounding.

## **ON-SITE MEDICAL ISSUES**

The school does not have a nurse on site and therefore can offer only limited medical assistance. If there is an incident involving the need for First Aid, please inform any member of staff who will contact one of our First Aiders.

## **BEAUMONT SIXTH FORM DRESS CODE**

Students are expected to dress in a manner appropriate to an institution which contains a range of ages down to 11 years old and which has a wide variety of visitors to its site. It is important to recognise that dress that might be appropriate in a night club or on a beach is not appropriate in this environment. Specific restrictions apply in the following areas:

- 1 Any clothing, jewellery or tattoo which **might be considered offensive is not acceptable**. Areas which might be deemed offensive include those that encourage *racial or religious intolerance*, that *promote a drug, drink or gun culture*, that encourage *homophobic or violent attitudes* or that contain *sexual imagery or sexual swear words*.
- 2 Dress and jewellery must be hygienic. This means it must be clean and those students taking part in physical activities such as PE must bring a change of clothes, if they have further lessons or study time that day.
- 3 **Excessive piercing is not acceptable**; excessive is deemed to be more than one visible piercing (excluding ears).
- 4 **Excessive displays of flesh are not acceptable**; this includes beachwear, such as flip-flops and bare mid-riffs. Underwear should not be visible. Shorts, short skirts and short dresses must be accompanied with opaque tights/leggings. Knee-length shorts without leggings are acceptable in periods of hot weather.
- 5 Dyed hair in clearly artificial colours, eg. pink/green/blue, is not acceptable.

Beaumont expects all Sixth Form students to show mature judgement about their dress as part of their development into adulthood. However, in the few cases that dress may become an issue, the decision on appropriateness rests entirely with the Sixth Form Management and the School's Leadership Team. If in doubt, please ask.

All students must also recognise the need to respect the more formal dress codes of our BSV partner schools, when attending their establishments. Copies are available from the Sixth Form Office.