



# SIXTH FORM HANDBOOK 2021 / 2022

Name .....

Tutor .....

[www.beaumontschool.com](http://www.beaumontschool.com)



# THE SIXTH FORM OFFICE

**CONTACT US:**                      01727 732962                      sixthform@beaumont.school

Mrs J Tolley	Head of Sixth Form
Mr R Brooks	Head of Year 13
Ms H Wilson	Head of Year 12
Mrs M Atkinson	UCAS Coordinator and Sixth Form Administrator
Mrs S Syeda	Sixth Form 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 (see the map at the back of this booklet).

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.

**REPORTING DAILY ABSENCES:** Any unplanned absence due to, for example, illness or emergency, should be recorded on a daily basis by calling the Sixth Form absence line on **01727 732962** or by email to **sixthform@beaumont.school** preferably by 9:30am.

If you are ill and need to go home during the day, please try to record this with us in the Sixth Form Office at the time. It is your responsibility to notify us of any planned and unplanned absences, so your attendance record can be correctly maintained.

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 Form student 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 an academic subject, time management, personal difficulties which are impeding your studies, job and university references, exam preparation or any other topic where you need guidance.



# GOOGLE CLASSROOM

Each student will be invited to join a Google Classroom for their subjects, their tutor group and their Year group. It is really important that you check these virtual classrooms regularly for important information. Teachers will set home learning via this format and will share resources and lesson updates. The Year Group Classroom is the main communication tool used to share information with students about opportunities and upcoming events in the Sixth Form. It will be your responsibility to ensure you are keeping up to date.

All information relating to BSV that is relevant to consorting students will be shared here.



## 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
Break	10.55 – 11.20
Period 4	11.20 – 12.05
Period 5	12.05 – 12.50
Lunch	12.50 – 13.30
Period 6	13.30 – 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.

Extended tutor time and assembly takes place on Thursday morning. An attendance register is taken in all subject lessons, supported study sessions, tutorials, assemblies and Personal Development Days. Your attendance record is based on all of these sessions, as they are all compulsory.

### Year 12 Key Dates 2021/2022

(For a full list of important dates, please see the school website)

Thursday 12 <sup>th</sup> August	GCSE Results Day
Friday 13 <sup>th</sup> August	Confirmation Form deadline 10:00am
Thursday 2 <sup>nd</sup> September	Sixth Form Enrolment

## School ID

An ID card and a lanyard will be provided for every student. If you lose your ID card and/or lanyard, you will need to pay for a replacement. Your lanyard must be worn at all times when on the school site. Your ID card will allow you to access and exit the school site during the school day (gates are locked for security). Your card will also enable you to access school printing facilities. It is essential you are wearing your lanyard and card at all times. We will take your photograph during induction to assist with identification on the school site. We, of course, conform to the Data Protection Act in its use.

## BeauSandVer (BSV) matters (if applicable)

If you are timetabled for classes at either of the other two schools, please ensure you are aware of any dates (i.e. Parent/Teacher Consultation Evening) that differ from Beaumont events. Please note that Beaumont Personal Development Day events have priority over lessons in the rest of the BSV.



## EXPECTATIONS AND RESPONSIBILITIES

You are required to sign a Sixth Form Student Agreement on enrolment. This lays out the expectations that you must meet to remain in the Sixth Form, details of which are outlined below:

### Attendance

You must attend all subject lessons, supported study sessions, tutorials, assemblies and Personal Development 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 your Head of Year in advance. Any other absence requests 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, which we are required to provide to potential employers. Failure to comply with our attendance expectations will lead to removal of your right to be off-site during non-timetabled periods.

Planned and agreed absences must be recorded in the Appointments Diary which is located in your Head of Year's Office. If you need to leave school unexpectedly or arrive late, you must record this in the Signing In/Out book in the relevant Head of Year's 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. Accumulating three 'lates' in a week will lead to an afterschool detention.

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. You should always talk to your teacher outside lesson time if you need support with 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 upon 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 Austen Way) 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 do not have permission to park on the school site, under any circumstances.** 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.

## Electronic Devices

We strongly encourage our Sixth Formers to bring their own electronic device where possible. Many subjects use virtual resources and require work to be completed online and therefore bringing your own device will support your studies. Ideally this will be a device that you already own and can bring into school for lessons. However, if you do not have your own, we recommend the following:

- At least a 10" screen and keyboard
- At least a 3-hour battery life
- Wireless networking

Almost any reasonably modern laptop will suffice, particularly from the main brands of Acer, Apple, Asus, Toshiba, Lenovo, HP, Dell, Microsoft etc. Chromebooks from various vendors are also completely suitable for Sixth Form work and integrate well with our GSuite for Education environment, though bear in mind the limitations of these devices if you need to run dedicated software for example in Photography, Media and Computer Science. Students are given unlimited cloud storage space on Google Drive, meaning storage space on the device itself is less of an issue. You should consider the weight of the device (you will be carrying it to and from school and between lessons) and battery life so that you are not constantly having to recharge it. Insuring your device is up to you, but personal devices won't be covered by school insurance so you should consider coverage for accidental damage or theft if you think that is a risk. A robust carrying case is a wise investment in keeping the laptop safe.

In relation to this, we do not want financial considerations to be a barrier to any student at Beaumont Sixth Form and therefore please refer to the Bursary section in this handbook. Even if you think that you may not be entitled to the bursary but sourcing equipment may present a problem, please speak to a member of the Sixth Form team as other options may be available (e.g. a loan device).



# 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



# STUDENT CONSENT: USE OF DATA INCLUDING IMAGES

We regularly use data, including images, about our students for displays, promotional literature, newsletters, press-releases, Twitter and on our website to record and celebrate their achievements. In doing so we take care to ensure that students are shown in a positive and appropriate manner.

- I give permission for my data to be used by the news media in printed and/or electronic form and stored in the archives. This might include images sent to the news media by the school and images/footage the media may take themselves, if invited to the school to cover an event.
- I give permission for my data to be used in publicity material for the school, including printed and electronic publications, video and webcam recordings, school operated social media and websites.
- I give permission for my data to be used in displays around school, in either printed or electronic form.

In September, you will be asked to sign a consent form as part of your enrolment. Your parents will have already completed the Data Protection Permissions page as part of your application. If you do not want to consent to the above, please speak to a member of the Pastoral team.





# SIXTH FORM DRESS CODE

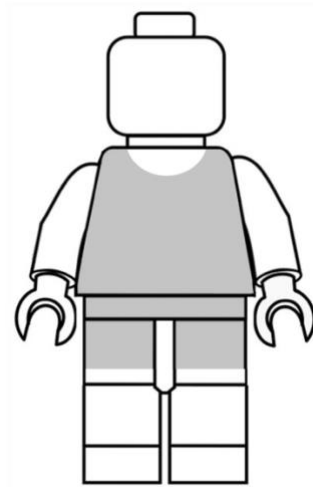


Figure 1

Students in Beaumont Sixth Form should dress in a manner which is appropriate to a school environment. We see the opportunity to make a mature judgement about dress as an important part of the transition towards leaving compulsory full time education.

Through discussion and in agreement with our Sixth Form students, we have established a general rule that appropriate dress will always cover the areas shaded on the sketch in Figure 1.

In addition, there are some specific restrictions:

1. No underwear should be visible at any time. For this reason sheer or see through clothing is not acceptable.
2. Whilst ear piercings and one small nose-piercing are acceptable, no other piercings should be visible.
3. No more than one small, discreet tattoo may be visible.
4. Clothing or other accessories which include any wording or imagery which could reasonably be deemed as offensive to others is not acceptable.
5. No flip flops or sandals without a back.

Students taking part in PE or other activities requiring particular clothing should bring a change of clothes to be worn at other times during the day.

The majority of our students demonstrate the ability to make sensible dress choices, however if there are any concerns raised, the decision on what will be deemed appropriate rests with the Sixth Form Management Team and the School's Leadership Team.

**Students who travel to lessons at our BSV partner schools are expected to respect their more formal dress codes when attending lessons there.**



# FACILITIES

The Sixth Form Centre and all its study and social facilities are for your exclusive use. It is available to you from 08:00 to 17:00 each school day (unless otherwise advised). You must leave the site at this closure time.

The Sixth Form facilities consist of a large social area and four study rooms:

- Two Silent Study rooms (one for each of Year 12 and Year 13) where silence to be observed at all times. No food allowed.
- One Independent Study room (with PCs). No food or drink allowed.
- One Group Study room (with shared working tables).

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, so you will be expected to do this whenever you have used the rooms.

You can secure a locker for your time in the Sixth Form on payment of £5. Please go to the Year 12 Office for more information.

Food and drink can be purchased from the Sixth Form Centre's Atrium Café. We operate a cashless catering system and in addition we accept contactless payment in the Atrium Café.

**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 room. 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 on request, and access to the IT network in the first week 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 'independent 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 are demonstrating a real desire for further knowledge and understanding. This will require a minimum of 5 hours of self-study, per subject, per week. This study time is in addition to your timetabled subject sessions.

We appreciate that you may to earn money outside of school to support your independence, 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 do not achieve as highly as those who balance their commitments carefully.



# 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. In addition, there will be several Personal Development Days which are designed to equip you with the broader skills needed for academic and career success at this level. These days are compulsory and essential for your development.

## **Employer contact programme**

Throughout the two years of Beaumont Sixth form, we provide a structured programme to support our students in developing the skills and experience which will help you to be successful in later applications to University and employment. You will have the opportunity to gather employer input

and factual information to help you in your Post-18 career path decisions; gain valuable experience in approaching employers and making professional contacts; and have the chance to make the programme relevant to your own career path. Contacts developed through the ECP could lead to later work experience/internships/term time or holiday work when in further education. All students will complete 30 hours of “Employer Contact Time” in the period between 1 October Year 12 and 31 December Year 13.

The 30 hours will be made up of:

- Up to 6 hours work shadowing on the November Personal Development Day in Year 12;
  - Up to a maximum of 14 hours can be part-time paid employment (please note that students are not permitted to accept paid employment during normal school hours);
  - The remaining time will be made up of work-shadowing or arranged meetings or visits to relevant employers to help you gain an understanding of the possibilities for employment in various fields.
- 
- All the Employer Contact Time is arranged by the student, and support will be provided through our pastoral time in school; discussing possibilities and how to go about arranging placements.
  - Information will be provided early in the Autumn term with a parental consent form to be returned.
  - The Employer Contact Time will be logged by you as a full record of your 30 hours.

### **Student Societies**

Sixth Form students have the opportunity to establish and join “student societies” which will enable you to meet other students with shared interests. If you set up a society, you will be able to develop your skills in leadership and organisation in an area of your interest.

If you wish to set up a student society, you will need to make an application (a form can be obtained from the Sixth Form Office). The application should include a minimum of 3 students and will need to include a “teacher sponsor”. The teacher sponsor will be an initial sounding board and will be available to talk through ideas for arrangements and to provide guidance. You will need to identify a teacher sponsor, and if you are new to Beaumont, the Sixth Form Pastoral Team will be able to assist you in identifying potential teachers to approach.

Any society will need to be open to all Year 12 and 13 students who wish to take part.

Societies could be in any range of areas, for example:

- Sport - perhaps a group which meets to play regularly in a non-competitive way; a competitive team; a group who exercise together;
- The Arts - a theatre/production group; a singing group; a music appreciation group; an art appreciation group; a dance group; a painting group;
- Craft groups;
- Games - Dungeons and Dragons; Warhammer; computing games;
- Science and humanities - Medics; other subject groups; lawyers.

Societies will be able to advertise their membership through school online platforms, an allocated noticeboard area, and a potential “fair” in the Autumn Term.

Once established, you may wish to allocate specific leadership roles (president, secretary, treasurer) which could be voted so that the group continues into subsequent years.

### **Contribution To The School Community**

At Beaumont we recognise the importance of being able to contribute to a community and its benefits for personal well-being, developing leadership skills, and experience which allows greater understanding of how organisations operate.

Consequently, we expect all students in Beaumont Sixth form to give 20 minutes of time contribution to the school community each week during term time.

There are a huge range of different types of contributions which are available:

- Pastoral mentoring of KS3/4 school students
- Subject Leaders
- Subject support for KS3/4 school students
- 20-minute break or lunch duty
- Student Voice activity
- Rob’s Festival and Charity Events
- Other support areas of the school (reception, IT, technology, science, PE)

All roles will be allocated through an application process. Some roles will require an early application (Subject Leaders), while others will be available with a preference order to be indicated on application.

You will need to keep a log of your contribution activity on a weekly basis - a template will be provided.

Subject Leaders are leadership/coordination roles, and there may be other roles within a subject which are support roles.

Recognition of significant roles in contribution to the school community will be recognised through a “School Transcript” - a certificate presented at the end of Year 13.

### **Extended Project Qualification**

This is delivered at Beaumont from the summer of Year 12 as students use this to support their university application when specific areas of study have been highlighted as well as being used for job applications or interviews. The Extended Project is a qualification that puts you in control, giving you the chance to explore something that really interests you. It’s worth half an A Level and will earn you extra UCAS points and teach you skills that are valued by universities and employers.

## Financial Studies

The certificate in Financial Studies course is offered to Year 12 students and then in Year 13, students can go on to complete the Diploma. Both qualifications are the equivalent of half an A Level. More information about signing up to this course will be shared in September.

The course encourages you to become responsible borrowers and sensible savers, and to appreciate the need for financial planning throughout your life. It prepares you for further study by developing the core skills of critical analysis and evaluation, verbal communication (through classroom discussion) and written communication.

## Duke of Edinburgh Award

Students are invited to apply to the Gold Duke of Edinburgh Award at the start of Year 12. No experience is required, but the sections take longer to complete if you do not hold the Silver Award. Once signed up, students are expected to take ownership and organise their own Volunteering, Physical, Skills and Residential sections. The Expedition section is run by an external company, ActivAdventures, with the Practice Expedition being held during the summer term and the Qualifying Expedition held during the summer holiday. More information will be sent out in September by Ms Dickson, the DofE Coordinator.



## 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 their home school. If you have questions about exam administration, you should contact the Examinations Manager at [exams@beaumont.school](mailto:exams@beaumont.school)

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



## 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 Finance Office.



## FIRE PROCEDURE

In the event of the fire alarm sounding, you **MUST** immediately leave the room by the nearest marked Fire Exit sign and go to the All Weather Pitch (fire assembly point) using external routes. Do **NOT** go back into any rooms or buildings. Once at the fire assembly point, you must wait in lines, in your form group, in silence.

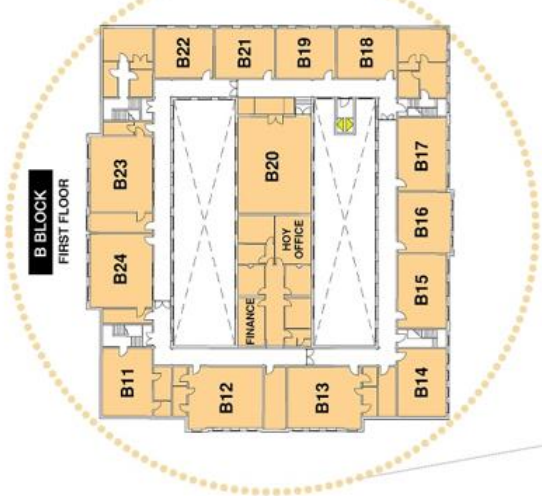
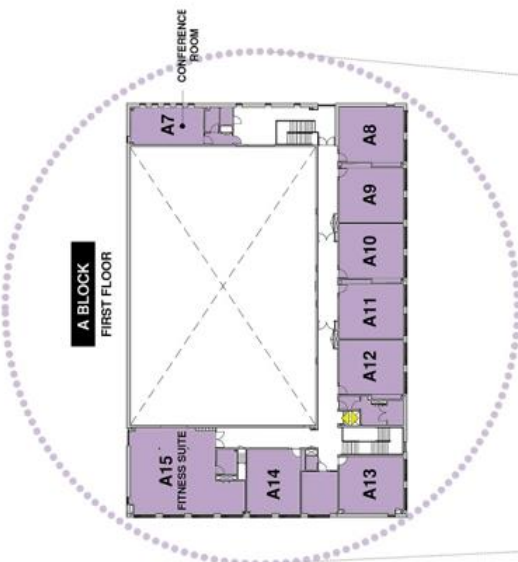


## ON-SITE MEDICAL ISSUES

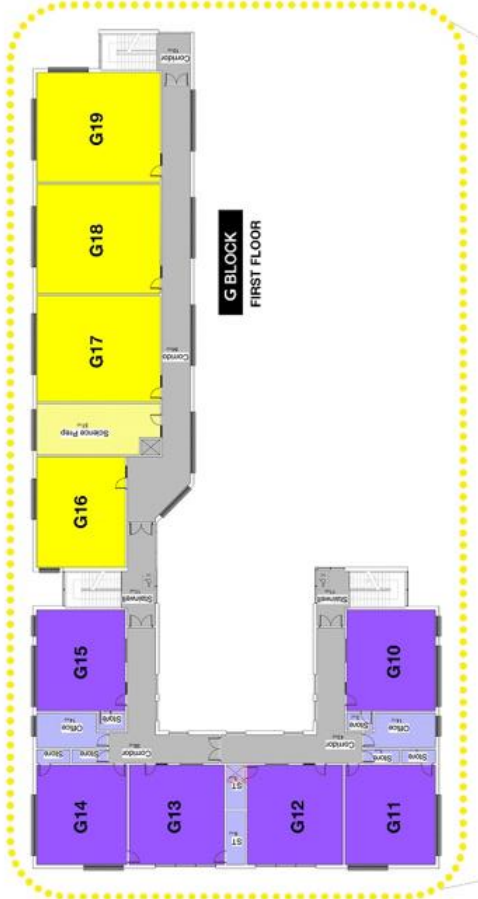
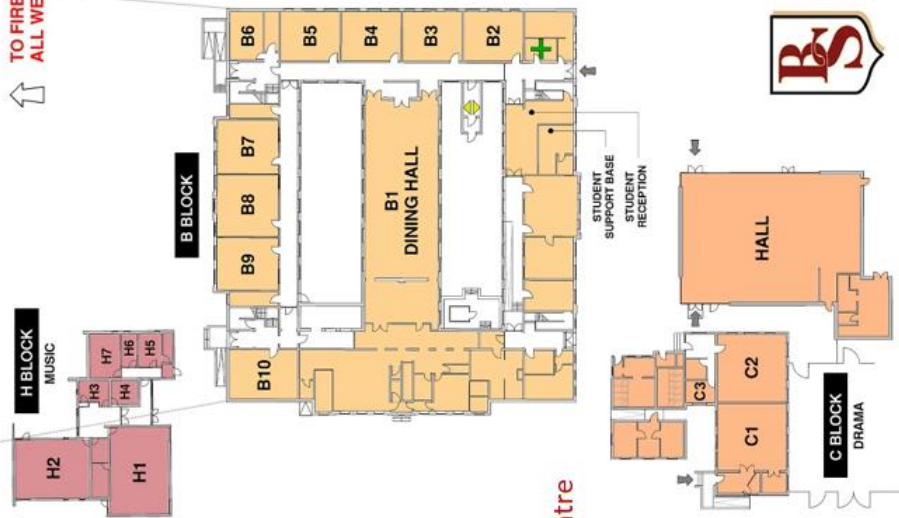
The School does not have a nurse on site and therefore can offer only limited medical assistance. If there is an incident involving the need for First Aid, please inform any member of staff who will contact one of our First Aiders.



**We hope you enjoy being part of our  
Sixth Form community.**



TO FIRE ASSEMBLY POINT  
ALL WEATHER PITCH



**Beaumont School**  
Wayfinding Map