

Forge Valley  
Student and Parent/Carers  
Sixth Form Handbook  
2021-22



**FORGE  
VALLEY**

## GENERAL INFORMATION

Welcome to Forge Valley Sixth Form. This handbook aims to provide you with all the necessary information you need to make your time in Sixth Form productive and enjoyable.

### KEY STAFF

Head of Sixth Form – Mrs Dawn Cook	0114 2348805 (Ext 2667) <a href="mailto:dcook@forgevalley.sheffield.sch.uk">dcook@forgevalley.sheffield.sch.uk</a>
Post 16 Year Manager – Mrs Rachel Petters	0114 2294051 - Direct phone line <a href="mailto:rpetters@forgevalley.sheffield.sch.uk">rpetters@forgevalley.sheffield.sch.uk</a>
Sixth Form admin Officer – Mrs Berry Clay	0114 2348805 (Ext 2668) <a href="mailto:bclay@forgevalley.sheffield.sch.uk">bclay@forgevalley.sheffield.sch.uk</a>
Examinations Officer – Mrs Julie Hockney	0114 2348805 (Ext 2605) <a href="mailto:jhockney@forgevalley.sheffield.sch.uk">jhockney@forgevalley.sheffield.sch.uk</a>
Independent Careers Advisor – Ms Liz Yoxall	0114 2348805 (Ext 2614) <a href="mailto:EYoxall@forgevalley.sheffield.sch.uk">EYoxall@forgevalley.sheffield.sch.uk</a>
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We welcome contact from parents/carers and consider a mutually supportive relationship crucial to a student's academic and personal development. Please use the telephone numbers/email addresses above to contact us.

### SUPPORT AND GUIDANCE

The Form Tutor or the Post-16 Year Manager will usually be a student's first point of contact. They are both essential resources in developing the student's general study skills/habits and in monitoring progress.

# GENERAL INFORMATION

## School Terms and Holidays 2021/22

	<b>Term Starts</b>	<b>Term Ends</b>	<b>Planned Events</b>
<b>Term 1</b>	Wednesday 1 <sup>st</sup> September 2021	Friday 22 <sup>nd</sup> October 2021	Wednesday 1 <sup>st</sup> – Friday 3 <sup>rd</sup> September – Training days Thursday 30 <sup>th</sup> September – training day (TBC)
<b>Term 2</b>	Monday 1 <sup>st</sup> November 2021	Friday 17 <sup>th</sup> December 2021	Friday 26 <sup>th</sup> Nov – training day Monday 29 <sup>th</sup> Nov – training day
<b>Term 3</b>	Tuesday 4 <sup>th</sup> January 2022	Friday 11 <sup>th</sup> February 2022	
<b>Term 4</b>	Monday 21 <sup>st</sup> February 2022	Friday 1 <sup>st</sup> April 2022	
<b>Term 5</b>	Tuesday 19 <sup>th</sup> April 2022	Friday 27 <sup>th</sup> May 2022	Monday 2 <sup>nd</sup> May – Bank Holiday
<b>Term 6</b>	Monday 6 <sup>th</sup> June 2022	Friday 22 <sup>nd</sup> July 2022	

### The Academic Day – Year 12

<i>8.40am-9.00am</i>	<i>COMPULSORY REGISTRATION</i>
<i>9.00am-10.00am</i>	<i>PERIOD 1</i>
<i>10.00am-11.00am</i>	<i>PERIOD 2</i>
<i>11.00am-11.15am</i>	<i>BREAK</i>
<i>11.15am-12.15pm</i>	<i>PERIOD 3</i>
<i>12.15pm-1:15pm</i>	<i>PERIOD 4</i>
<i>1:15pm-1.45pm</i>	<i>LUNCH</i>
<i>1.45pm-2.45pm</i>	<i>PERIOD 5</i>
<i>2.45pm-3.45pm</i>	<i>PERIOD 6</i>

### The Academic Day – Year 13

<i>8.40am-9.00am</i>	<i>COMPULSORY REGISTRATION</i>
<i>9.00am-10.00am</i>	<i>PERIOD 1</i>
<i>10.00am-11.00am</i>	<i>PERIOD 2</i>
<i>11.00am-11.15am</i>	<i>BREAK</i>
<i>11.15am-12.15pm</i>	<i>PERIOD 3</i>
<i>12.15pm-12.45pm</i>	<i>LUNCH</i>
<i>12.45pm-1.45pm</i>	<i>PERIOD 4</i>
<i>1.45pm-2.45pm</i>	<i>PERIOD 5</i>
<i>2.45pm-3.45pm</i>	<i>PERIOD 6</i>

## Key Dates 2021-22

This is an overview of the key dates and events for students starting in September 2021. It is not comprehensive and there will be much more added in the two years of study.

<b>YEAR 12</b>	
<b>Event</b>	<b>Date/time</b>
Macmillan coffee morning - 6th Form	Friday 24 <sup>th</sup> September 2021
Half term	WB 25 <sup>th</sup> October 2021, return Monday 1 <sup>st</sup> Nov
Y12 settling in evening	Thursday 4 <sup>th</sup> November 2021 (4.30pm – 7pm)
Christmas break	WB 20 <sup>st</sup> December 2021, return Tuesday 4 <sup>th</sup> Jan
Y12 assessment week	WB 4 <sup>th</sup> January 2022
Year 12 work experience week	WB 24 <sup>th</sup> January 2022
Y12 Parents' evening	Thursday 3 <sup>rd</sup> February 2022
Half term	WB 14 <sup>th</sup> February 2022, return Monday 21 <sup>st</sup> Feb
Y12 mock exam week (for limited AS entry only)	WB 28 <sup>th</sup> February 2022
Easter holidays	WB 4 <sup>th</sup> April 2022, return Tuesday 19 <sup>th</sup> April
Official exams start (for limited AS entry only)	TBC
Half term	WB 30 <sup>th</sup> May 2022, return Monday 6 <sup>th</sup> June
Post 18 Destinations Evening	Tuesday 7 <sup>th</sup> June 2022 (6-7pm)
Y12 mock exams	WB 27 <sup>th</sup> June 2022
Y12 trek (last day)	Thursday 21 <sup>st</sup> July 2022
<b>YEAR 13</b>	
<b>Event</b>	<b>Date/time</b>
Macmillan coffee morning - 6th Form	Friday 24 <sup>th</sup> September 2021
Y13 Parents' evening	Thursday 7 <sup>th</sup> October 2021
UCAS - early entry deadline	Thursday 15 <sup>th</sup> October 2021
Half term	WB 25 <sup>th</sup> October 2021, return Monday 1 <sup>st</sup> Nov
Christmas break	WB 20 <sup>st</sup> December 2021, return Tuesday 4 <sup>th</sup> Jan
UCAS deadline (official)	Friday 15 <sup>th</sup> January 2022
Y13 Mock exams (Papers 1&2)	WB 31 <sup>st</sup> January 2022
Half term	WB 14 <sup>th</sup> February 2022, return Monday 21 <sup>st</sup> Feb
Easter holidays	WB 4 <sup>th</sup> April 2022, return Tuesday 19 <sup>th</sup> April
Y13 mock exam (in class)	WB 19 <sup>th</sup> April 2022
Exams Start	TBC
Y13 leavers' assembly / study leave begins	(Clarified when exam timetable/start confirmed)

# HOME-SCHOOL LEARNING AGREEMENT

The Learning Agreement sets out our duties and the expectations of you as a member of the Sixth Form. We require confirmation that you have **read and agreed** to the conditions outlined below by signing with your parent/carer and returning a copy of the Home-School Learning Agreement to your form tutor.

## **What you can expect of us**

### **Ambition**

To engender high aspirations through a wider set of experiences that meet with your interests and pathways so you are well prepared for life beyond sixth form

### **Endeavour**

Highly skilled teaching that inspires you to learn and ensures success. To develop your sense of social responsibility so you can actively contribute to our school community. To make sure we carefully monitor your progress and experience so your needs are met

### **Success**

A study programme that helps you allows you to achieve academic excellence and prepares you for your aspirations

## **What we expect of you**

### **Ambition**

To aim high so your successes are real. To seek out opportunities beyond your comfort zone that support your ambitions for the future.

### **Endeavour**

To be resilient in the face of challenges. To become a specialist in my subjects by working hard both in and beyond the classroom. To embrace as many wider opportunities as possible. To be a role model because you can and offer your qualities and skills to the community.

### **Success**

Aim to use opportunities to demonstrate success and to always take the time to reflect on successes so you can understand what success looks like. To share successes and recognising how this strengthens our community. Always celebrate successes of others and be inspired by others.

## **You are expected to:**

- Make the most of every lesson through preparation, participation and consolidation.
- Make full use of private study time, contributing towards a minimum of 15 hours of independent study per week.
- Complete all work to the required standard by the deadline by using your time, in school and at home, effectively and to a level appropriate to your ability and target grade.
- Ensure that all work submitted is entirely your own.
- Accept responsibility for your own learning with the support of your teachers and the study space provided.
- Treat the study and social space provided to you with respect. Keep noise in the study space to an appropriate level for effective study.
- Maintain high levels of attendance (over 95%) and attend all lessons and registration punctually.
- Mobile phones (and headphones) are only used in designated area – the Sixth Form Common Room. They are not to be visible in corridors or other workspaces.
- Adhere to the dress code that students should be smart to ensure you present a positive image both in and out of school. You are role models with increasing positions of responsibility within the school. The following are not permitted: **crop tops, miniskirts, hats.**
- Wear student ID pass **at all times** when in the building.
- Sign in each day using our inventory systems and attend registration/form time every day at 8:40am.
- No holidays in term time.
- Act as a positive role model for younger students and behave in a manner which befits a Sixth Form student.
- Show each other and all members of our community respect and consideration.
- Get involved in extra-curricular activities to improve your ambitions for the future.
- Accept that you will be asked to leave the Sixth Form if the above conditions are not met.

**Under this agreement Forge Valley Sixth Form will endeavour to provide:**

- A programme of courses that are delivered by suitably qualified and effective members of staff using appropriate facilities and resources.
- Regular assessment and feedback on how to develop your work.
- A friendly, caring and supportive environment.
- A member of the Sixth Form Team who monitors your progress, provides guidance and assistance in setting targets for improvement.
- The provision of appropriate facilities for both private study and relaxation.
- Support in developing effective study skills.
- Support for any special needs you may have.
- The opportunity to take part in extracurricular activities.
- The opportunity to undertake work experience.
- A UCAS/careers programme for your progression beyond the Sixth Form.
- The opportunity at least once a year for your parents/carers to come to school with you to discuss your progress.
- Progress reports & academic tutorials at least twice per academic year.

# ATTENDANCE POLICY

Forge Valley School believes that attendance and punctuality is the key to the success of our students and their ability to benefit from all the opportunities available to them in school.

There is a clear line between good attendance and achievement alongside the development of social, emotional and personal skills.

Forge Valley is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our students to gain the greatest benefit from their education, it is vital that they attend regularly and your child should be at school, on time, every day unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this policy sets out how together we will achieve this.

Why regular attendance is so important:

**Learning:** Any absence affects the pattern of a young person's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

**Safeguarding:** Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility. Promoting the welfare and life opportunities for your child encompasses:

- Attendance
- Behaviour Management
- Health and Safety
- Access to the Curriculum
- Anti – bullying

**The Law relating to safeguarding:** Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

## EXPECTATIONS

**As part of the expectations of the Sixth Form, including the Home-School Learning Agreement Sixth Form students must consider the following:**

- Aim to have at least 96% attendance.
- Students are expected to attend all lessons.
- Students are expected to attend form registration every day and we encourage students to be present in school all morning. Students can choose to work from home if they don't have lessons. However, they should remain free to be in school at our request.
- Students must make sure they sign in and out whenever they enter/leave school via the electronic system in main reception. This is an important school safeguarding requirement.
- Students are expected to use non-contact time on their timetable effectively, for private study, homework and enrichment.

## **RESPONSIBILITIES**

### **Forge Valley School expects parents/carers to:**

- Fulfil their legal responsibility to encourage their children to attend school regularly and punctually.
- Contact the school on each day of absence to explain the reasons and ensure that medical evidence is sent into school.
- Avoid taking family holidays during term time and making non-urgent medical/dental appointments during school hours where possible.

### **Students are expected to:**

- Take an active and conscientious role in being responsible for your punctuality and attendance.
- Arrive at all lessons on time and be ready to learn.
- If you have been absent you must ensure that all missed work is followed up in liaison with subject teachers.

### **Under this agreement Forge Valley Sixth Form will:**

- Provide high quality Level 3 education that is dependent on regular attendance at school
- Recognise and reward good attendance and punctuality.
- Make contact on the first day of absence when a pupil fails to attend without providing good reason.
- Ensure accurate recording of attendance and to keep parents regularly informed about their child's attendance.
- Act promptly and keep parents informed when issues affecting attendance arise
- Involve appropriate outside agencies where necessary when issues arise that are impacting on attendance and learning.
- Ensure that subject teachers complete a register for every lesson within the first 15 minutes on Bromcom.

## **REPORTING ABSENCE**

- The main contact for reporting absences is: Ms Rachel Petters - 0114 2294051 please leave a voicemail providing full details.
- Please call if your child is unwell, providing detail, before 9am daily.
- Provide medical evidence for continuous days' absences or when a child's attendance is 96% or below.
- Any absence which school is not notified about will be recorded as an unauthorised absence.
- Upon a student's return they will be expected to collect and catch up on any work missed.
- Absence for illness will only be authorised if contact is made from a parent/carer.

## **LEAVE OF ABSENCE**

- By law, students should not take any leave of absence (holidays) during term time and these will not be authorised.
- Students can take up to two days absence to attend Open Days at universities each school year, but are encouraged to visit at weekends whenever possible.



- Students may be absent for unavoidable appointments such as specialist medical appointments and driving tests.
- Students should not make routine doctors, dental or other appointments during the school day. This includes driving lessons.
- Under no circumstances should students undertake part-time work during the school day and are advised to limit part-time work to 10 hours per week if it is not to impact on study.
- Students may undertake work experience or voluntary activity in support of university or apprenticeship applications within the school day with the agreement of the Head of Sixth Form.

**In all cases above students are expected to complete an authorised absence form two days prior to a scheduled absence. This can be done by completing a leave of absence form, available in the 6<sup>th</sup> Form areas.**

### **Children Missing from Education**

Students who cannot be located will be considered missing. The Children Missing from Education Team will be informed and will pursue the matter in accordance with Local Authority procedures.

### **Looked After Children**

Mrs Helen Jackson, Designated Safeguarding Lead, will liaise with the Children and Young People's Directorate Children Looked After Team. Looked After Children will be set up as a discrete attendance group on the school motoring system and individual attendance checked each half term.

### **Parent and Carers Telephone Numbers**

There are times when we need to contact parents about lots of things, including absence, so we need to have your up to date contact numbers at all times.

### **Understanding the types of absence**

Every half-day absence from school has to be classified by the school (not by the parents) as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school with an evidenced reason - for example, illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which are not evidenced and for which no "leave of absence" has been granted by the school.

### **Unauthorised absence includes (but not limited to):**

None evidenced illness absences when a child's attendance is 95% or below

Parents/Carers keeping children off school unnecessarily

Truancy before or during the school day

Absences which have never been properly explained

Children who arrive at school after the morning registers are closed (10:30am)

Shopping, looking after other children or birthdays

Day trips and holidays in term time

Please remember that it is the responsibility of parents/carers to ensure the attendance of a child. Any child may be off school because they are ill; sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child.

If your child is reluctant to attend, it is better not to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

### **Persistent Absenteeism (PA)**

A student is classified as a 'persistent absentee' if they miss 10% or more schooling for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parent/carers fullest support and co-operation to tackle this. The school will monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately.

### **Responding to poor Attendance and Punctuality**

In line with school policy, the Pastoral Manager and Sixth Form administrator will raise the cases of individual/groups of students with poor attendance/punctuality at weekly meetings where the most appropriate intervention and strategies will be discussed and individual action plans agreed.

### **Punctuality**

Poor punctuality is not acceptable. At Forge Valley School there is registration at the start of each day. Therefore, if pupils are late for school then they are late for learning. Students arriving late can also disrupt lessons, this can cause embarrassment which can similarly encourage absence.

### **How we manage lateness**

The school day starts at 8.40am and we expect your child to be in registration at that time. Your child will receive a late mark if they are not in by that time.

Lesson punctuality will also be recorded. The number of minutes late will be added to any 'late' marks so a total number of minutes late can be calculated. (This information is visible to parents/carers through MCAS).

If your child has a persistent late record, you will be asked to meet a pastoral member of staff to resolve the problem. You can approach us at any time if you are having problems getting your child to school on time.

## **ATTENDANCE INTERVENTION PROCEDURE**

The school will implement the following procedure when attendance levels drop below 95% without adequate reason.

### **Stage 1- Form Tutor intervention**

#### **For attendance below 96% or for clear unacceptable absence from school**

The Form Tutor will address the issue of poor attendance with the student and issue a warning about their attendance. Parents/carers will be informed of this action by letter. Attendance will be closely monitored for two weeks.

### **Stage 2- Year Manager Intervention**

#### **For continued poor attendance**

If an unacceptable level of attendance continues the student will be expected to meet with their Year Manager. A letter will be sent to parents/carers informing them of the situation. Clear attendance targets and expectations will be set. Attendance will be monitored for two weeks.

### **Stage 3- Head of Sixth Form Meeting**

#### **Failure to meet attendance targets and expectations set.**

A letter will be sent to the parent/carer of the students informing them of the situation and inviting them to a meeting. **At this meeting a final written warning will be issued.**

The following actions can be issued for students who fail to show improvement at Stage 3 or have consistently poor attendance and enter the attendance procedure more than twice in the academic year:

- Students may be asked to pay for their exam entries
- Student is not entered for examinations
- Student is asked to leave the Sixth Form

In some instances, there may be extenuating circumstances for low attendance of which we may not be aware. If this is the case, please do contact the Sixth Form Office so we can further support your child in their education.

Students are required to be in the school building from 8.40am each school day, except for organised activities e.g. field trips/ university events. Students are free to study from home in their free periods but we would encourage them to get into good study habits within the school building, if possible.

## MONITORING PROGRESS

We encourage every student to work to the best of his/her ability and aim high academically. We also emphasise the importance of building key skills to support progression to Higher Education, training or a chosen career. Close liaison between departments, the Sixth Form Team, student and home can trigger tailored support. Intervention managed by the Sixth Form Team will be communicated to home and regular contact is encouraged in the form of meetings, phone calls and email.

Please contact the Post 16 Year Manager with any queries straight away, however small, so that we can prevent small issues becoming bigger problems.

Student progress will be monitored very carefully in the Sixth Form to ensure all students achieve their very best. Monitoring will be ongoing with students, subject teachers, tutors and the Sixth Form Leadership Team all fully involved and informed. Students will discuss their progress with Teachers, Tutor/and or the Post 16 Year Manager on a regular basis. We expect students to take responsibility for reflecting on their own performance, evaluation and setting targets for improvement.

In addition to this, there are three student reports published to parents/carers throughout the academic year where overall performance will be assessed. If a student is having difficulty in any of his/her studies, or problems with time management, he/she is advised to discuss this at the earliest opportunity with a member of staff. This may be a subject teacher or another member of the Sixth Form Team.

If a student's attitude to learning or progress is unsatisfactory in any subject, contact will be made with home and a support strategy will be put in place. High levels of effort and an excellent work ethic will be recognised via email and rewards.

# LIFE AS A SIXTH FORM STUDENT

## CHANGES OF COURSE

It is strongly recommended that changes of course are discussed and implemented prior to the start of term in September.

Changes after this will only be considered in weeks 2 and 3 of the term. Students wishing to change must first discuss this with the teacher whose subject they intend to change from and to. Agreement must be made with these teachers, and a form collected from the Sixth Form Office. This must be signed by the relevant teacher and parent/carer, then returned to Ms Petters as soon as possible for a re-issued timetable.

Any change is subject to the completion of bridging materials, subject blocking and class size. It is important to note that students must complete a full programme of study amounting to a minimum of 540 hours per year across the subjects set out within your Sixth Form timetable.

## COMMUNICATION

The Sixth Form Team will convey information such as examination dates, school trips etc to students via the following:

- Student e-mail correspondence. Students are responsible for checking their email on a daily basis. Students will be issued with a school email address and are expected to use this.
- Regular compulsory assemblies and *daily registration*.
- Notice boards in the study room and common room.
- Email correspondence and letters to parents/carers.

The school website also has up-to-date information throughout the academic year.

## 16-19 BURSARIES

Students may be eligible to apply for the 16-19 bursary. There are two types of bursary:

Vulnerable Bursary – Maximum entitlement £1200 (£30 per week)

The student has to receive either

- Income Support (Universal Credit) in their own right.
- Employment Support Allowance or Universal Credit **alongside** Disability Living Allowance or Personal Independence Payments.
- Be in care
- Be a care leaver

Discretionary Bursary – Entitlement of £800 (£20 per week)

The student has to either

- Be in receipt of Free School Meals.
- Have a family household income under £16,190 per annum.

It is strongly encouraged that any student who thinks they may be eligible for the bursary submits an application. Forms can be collected from the 6<sup>th</sup> Form Office.

Application forms must be completed and returned with a bank statement/bank letter which includes the students address, account number and account sort code and relevant evidence to support the application. Completed forms should be returned to Ms Petters who will complete and send them off on your behalf.

The bursary is authorised by Sheffield Council. Payment is made directly into a student's bank account on a monthly basis.

**Each weekly payment is dependent on students having no unauthorised absence from school in that week and being fully up-to-date with their work.**

## **PRIVATE STUDY**

Students should *complete a minimum of 15 hours of independent study per week* in order to achieve their academic potential.

Private study is encouraged in the Sixth Form. The following places are available to students for study purposes: common room, study room, Café Six, LRC (library).

Chromebooks are now available for Sixth Form use during study periods. These can be signed out through Mrs Petters in the sixth form office.

Students are able, and are encouraged, to stay and study beyond the end of the school day, but we would ask that they do not stay beyond 6.00pm. Students will receive support in developing their study skills through the Sixth Form team and subject staff.

## **PART-TIME WORK**

This should be kept to a minimum, and should not exceed 10 hours a week. If students exceed this amount they are likely to put their results in jeopardy. The Sixth form year is very busy and students will find very early in the school year that they are struggling with deadlines if they do not allocate appropriate time to their studies.

## **EXAMINATIONS**

All students will be issued with an individual examination timetable, both for their mock examinations and their formal examinations in May/June.

The school pays all entry fees (dependant on satisfactory attendance and work ethic).

**Key in-school assessment dates – see page 4.**

NB: other informal assessments to be expected at subject teachers' discretion.

## **PROGRESSION TO YEAR 13**

Progression to Year 13 is dependent on internal assessments held at the end of Year 12 and through teacher recommendation. To progress to Year 13 a student must achieve a minimum of 2 passes in A level/BTEC subjects (E grade or equivalent). If a student receives a U grade they will not be able to progress to Year 13 in this subject.

## **POST-18 PROGRAMME**

Decision making about Post 18 plans really begins before enrolling to Year 12, throughout the 6<sup>th</sup> Form students are encouraged to think about what their next steps are likely to be.

We also use Unifrog, an online careers platform, which brings into one place every undergraduate university course, apprenticeship, and college course in the UK, as well as other opportunities, including MOOCs and other school leaver opportunities. This makes it easy for students to compare and choose the best university courses, apprenticeships or further education courses for them. They can also explore exciting opportunities further afield by looking at English taught undergraduate programmes available in Europe and the USA.

Additionally, Unifrog helps students successfully apply for these opportunities by providing advice and support on writing their university personal statement, applications and CVs. Unifrog guides them through the process, allowing teachers to give live feedback.

Throughout the school year an opportunities or events that students could get involved with are advertised by student email and via notice boards. Students are encouraged to get involved as much as they can.

We will have a Post 18 Destinations evening in June of Year 12. This will cover university applications, searching for a university, apprenticeships and making a UCAS application. Students will also be invited to attend a UCAS university fair event held annually at Sheffield Arena.

Any student who is invited to interview for a university must inform us immediately so a mock interview can be arranged if necessary.

We work closely with the careers advisor Liz Yoxall, who provides independent advice and support for each student, this can include CV writing support, mock interviews and general guidance. All students have access to an independent careers advisor at drop in times and an appointment can be made with her at any time, by contacting Ms Petters.

## **OPPORTUNITIES IN THE SIXTH FORM**

A list of opportunities that we encourage you to get involved with include:

- Duke of Edinburgh Award
- Assisting in departments with lower school students
- Reading with Year 7 students
- Charity and fundraising

- Teaching and learning - working with Y11 who are struggling to narrow options, academic mentoring of Y10/11
- Lead learner (passionate advocate for subject)
- Work Experience
- Volunteering in the community
- The chance to apply to be part of the student leadership team
- Mentoring for younger students
- Sporting events
- Music events
- Departmental visits

There are also many more opportunities throughout the school over the course of the year.

## **DRESS CODE**

We have no formal dress code for students, however we would ask that:

- Clothing must be appropriate for a school environment. e.g crop tops, miniskirts and hats are not be appropriate.
- Any tattoos must be covered.
- Health and Safety requirements mean for certain tasks specific items of clothing such as overalls or protective clothing must be worn.

**The Head of Sixth Form will be the arbiter in any case of dispute about what constitutes appropriate clothing.**

## **MOBILE PHONES**

Students should not be seen with mobile phones in the school building. As an exception 6<sup>th</sup> Form students may freely use their phones in the 6<sup>th</sup> Form Common Room. In the 6<sup>th</sup> Form Work Room, phones can be used to assist with work / study. In the Library and Cafe Six areas, phones should not be visible, however listening to music would be allowed. Mobile phones should not be out in any lessons.

## **VEHICLES**

The school car park is for staff vehicles only, which are registered with reception. Therefore, if students wish to bring a vehicle to school it must be parked on residential streets. School cannot accept responsibility for these vehicles.

## **SMOKING**

Smoking (including vaping) is strictly forbidden anywhere on school grounds. If you choose to smoke, you should do so well away from the school site.

## **PHOTOCOPYING CREDITS**

Each student is provided with a monthly credit allowance for photocopying. If around examination times you find you have not got enough credit please see Ms Petters, who will, at her discretion, increase the credit on your account.



## **CANTEEN**

Café Six, the sixth form café is run on a fingerprint system, if you are not registered on the system please see Ms Petters who can arrange registration.

Café 6 will normally be open at break and lunch every day, serving snacks, hot drinks and meals.

## **LOCKERS**

There are a number of lockers available in the Common Room on a first come first served basis. Keys are available for a £5 deposit from Ms Petters in the Sixth Form office.

## **HOW PARENTS /CARERS CAN OFFER SUPPORT**

Sixth Form is a time when students want to be treated more as adults, with increased independence and ability to make choices for themselves. These choices can be important life choices, such as which A-levels to study, whether to go to university or not and which course or career they wish to pursue. We allow students to take more responsibility for themselves and their choices as they progress through the Sixth Form, but they do still require the support of all of those around them throughout this time. To that end, you can offer support by:

1. Ensuring students get to school in good time for the start of their school day
2. Obtaining from your son/daughter a copy of their timetable and the name of their form tutor
3. Ensuring they are prepared for the day ahead: appropriately dressed (including lanyard), with pens, paper and books as required by subjects
4. Checking progress and discussing any issues that are arising
5. Arranging where possible all medical appointments for outside of school hours – attendance figures to lessons will be commented on in references to universities and employers
6. Making sure part time work does not interfere with schoolwork
7. Ensuring any absences are called in on the day and are backed up by a note from yourselves
8. Helping them to organise their independent study time and revision at home
9. Keeping a close eye on how they are coping during the high-pressure times of the year
10. Contacting the Sixth Form if you have any questions or concerns at all