

Heathcote School



Sixth Form Student Handbook

September 2017/18

Heathcote's ethos is one of success built on inclusion, care
and support for all its learners

Introduction

Many students will have moved up from Year 11 while some others will be new to Heathcote; this handbook will give all the information needed to help settle into Sixth Form. There is a big difference between GCSE and A-Levels/BTEC studies.

Who are we?



Ms Hillman
Headteacher



Mr McCarney
Director of Sixth Form



Mr Bookatz
Deputy Head of Upper School



Ms Lewis
Head of Year 12 & 13



Ms Greaves
AM Receptionist



Ms Wright
AM LRC



Ms Burnett
PM Receptionist



Ms Baker
PM LRC



Mr Good
Prep

Aims

Heathcote School & Science College aims to provide an excellent education in a safe, supportive learning environment, where students are valued and make positive contributions to the school community and go on to become responsible, independent members of society.

To meet these aims, we provide students with every opportunity to develop their confidence and self-discipline, their learning skills and to improve their life chances. We give students opportunities to have new experiences and to expand their horizons. We help students in their pursuit of excellence, to

extend their consideration and respect for others and provide them with all the support possible to meet their full potential and achieve their goals.

Assembly

Students will be required to attend an assembly once a week. These assemblies will give them important information about university events, workshops and other key dates. Furthermore, key note speakers will present on topics such as apprenticeships, internships, student finance and general careers. Attendance is compulsory and all students are expected to arrive on time.

Attendance and Punctuality

Sixth Form courses are demanding and require full attendance to all lessons. Attendance and punctuality are also an important part of self-discipline and helping the student achieve their full potential. It is essential that they are on time to their lessons, tutorials, meetings and all other commitments that they make during their time at the Sixth Form. Poor attendance may result in students being placed on an attendance report, an attendance contract as well as meetings between the Head of Year and Parents/Carers.

Punctuality

Punctuality is an important part of self-discipline and is essential to good time management.

- ◆ School starts at 8.45am.
- ◆ If students arrive after 8.50am, they must sign in the late book at the Sixth Form Reception.
- ◆ If students are late, they will receive a 30-60 minute detention.

Absence

Any absence is a matter of concern and will be followed up promptly.

- If a student is absent from the school for any reason, it is their responsibility to inform the Sixth Form as soon as possible on **0208 498 5110**, when prompted press **4** for sixth form.

Upon return, it is the responsibility of students to contact their subject teachers and catch up with any missed work.

Students cannot take holidays during term times. A list of holiday dates are included on page 13/14. Please ensure that holidays are taken during school closure. Students missing lessons will not do as well in their chosen subjects and can affect their career paths in later life. There is a direct correlation between good attendance and good attainment.

Bursary (16-19)

Some students may be eligible for a Bursary. Application forms and guidance leaflets are available from the sixth form section of the website or from Ms Lewis. These extra funds are for paying for equipment, trips, textbooks etc. The closing date for applications is Friday 22nd September 2017.

Careers

The personal tutor will support students with **information, advice and guidance** to help them plan for when they finish their sixth form studies. Students will also have access to qualified careers staff, up-to-date information in the careers area of the Learning Resource Centre, help with personal statements and the opportunity to visit universities and employers.

Code of Conduct

By choosing to study at Heathcote Sixth Form students have made a decision to be fully committed to their studies. This will require self-discipline and focus. Students will be treated as an adult with the responsibility that being an adult brings. Sixth Formers will be looked up to as role models for younger students and will need to set a good example for them.

Not only will poor behaviour or attitude affect overall achievement, but it will also affect the achievement of other students.

Just as in any place of work, there needs to be clearly understood rules and expectations to allow everyone to work successfully, safely and enjoyably. In Heathcote School's Sixth Form, we expect all students to:

1. Behave with respect towards their peers, teachers and all other members of staff. Any form of discrimination or abuse, including bad language and bullying, is not tolerated in the sixth form.
2. Work to the best of their ability, engaging with all tasks set and not to interrupt the learning of others.
3. Meet all subject deadlines, including classwork, coursework and homework.
4. Attend all their lessons, tutorials and other sessions on time.
5. Explain to their teachers any reasons for not attending.
6. Take an active part in reviewing their progress.
7. Take responsibility for their learning, making active use of the learning resource centre and facilities offered to them.
8. Treat the environment with respect, looking after the building and throwing litter in the bin. Eating and drinking are only allowed in the specified areas. Chewing gum is not allowed.
9. Carry their ID card with them at all times while at school.
10. Switch mobile phones and other electronic devices off in classrooms and other learning areas. These should only be used in designated areas.

Failure to follow these expectations may result in students being subject to the School's disciplinary procedures.

Course Changes

Some students may wish to change courses once they start in September. Students wishing to change subjects will need to meet with Mr McCarney/Ms Lewis to discuss the changes and any effects the change may cause. Changes can only be allowed by Mr McCarney/Ms Lewis and no changes will be made after Friday 29th September 2017. Changes will also be dependent on class sizes and GCSE results in particular subjects.

Day and Residential Visits

Educational visits form an important part of students' learning. These visits are designed to be safe, enjoyable and educational. Parental consent is required, even if they are 18+, and they may be asked to contribute to the costs of the visits. We encourage them to make the most of the opportunities made available to them.

Dining Facilities

Breakfast will be served in the main school building from 8.00am.

Refreshments can be bought from the sixth form cafeteria from 10.00am until 2.00pm. Meals and refreshments are available in the main school canteen should the sixth form cafeteria be closed.

Students who do not have a timetable slot on period 4 can go to the main dining room for a hot meal from 1.00pm. Alternatively, sixth form students can pre-order hot food for the following day and collect it from the cafeteria at lunch time.

Dress Code

Sixth form students are leaders in the school community therefore, dress and appearance must be appropriate to support and encourage the ethos of the school.

Appearance

Appearance is required to be smart, clean and respectable. Specifically:

- Boys should be clean shaven (unless for religious reasons).
- Hair must not be dyed unnatural colours. Extreme fashion cuts and styles are not suitable.
- Make up should be discreet. Body piercings or tattoos are not acceptable. Apart from the ears, and one small discreet nose-stud, no other visible body-piercings are allowed.
- Students may choose to wear a watch. Other jewellery may be worn but should be discreet.

Examples of appropriate business attire

Female



Male



Dress Code

Students should wear:

- Formal shirt/blouse with collar suitable for wearing a tie (no polo shirts). The shirt can be long or short sleeved but not lumberjack style. It should be of an appropriate length and midriffs should not be revealed.
- Formal tailored trousers.
- Formal tailored skirt (**not skin tight**). Skirts must be of a modest length, no shorter than 2 inches above the knee, and should not be bodycon or lycra style.
- Low heeled or flat shoes/boots (not trainers or stiletto heels).
- Black socks/tights. No long socks or patterned tights.

Students may choose to wear:

- Suit jacket.
- V-neck jumpers, which show the collar or blouse.
- Smart cardigans.
- Smart business dresses of an appropriate style and length (no more than 2 inches above the knee).

The following items are not suitable for sixth form students at Heathcote:

- Headwear including baseball caps or hats (unless for religious observance).
- T-shirts or football shirts.
- Sweatshirts.
- Leggings/jeggings.
- Roll-neck jumpers.
- Clothing with inappropriate logos or slogans.
- Tracksuits
- Shorts, culottes, cords, combats or flares (casual or smart).
- Denim of any description or colour, including jackets, skirts or jeans.
- Hoodies.
- Ugg boots/Converse shoes/Vans/trainers/plimsolls.
- Chinos.
- Tops with 'spaghetti' straps.
- Tops that are revealing or transparent.

Outdoor coats must be removed when in the building.

Please note, if students are unsure about the suitability of clothing, they should not wear it.

NB: Students on practical courses such as Construction will have a dress code appropriate to that course. During whole school events, they are expected to follow the guidelines for students on the academic route.

Heathcote Staff reserve the right to judge clothing or appearance as unsuitable.

Students will be asked to go home and change if they are inappropriately dressed.

Driving and Car Parking

Driving lessons should not be booked during the normal school day, regardless of whether a student has a timetabled lesson or not.

Due to the restriction in space, the Sixth Form does not have any car parking facilities for students. Please drive responsibly in the area, do not block in any of the neighbours and only park in safe places. Traffic Wardens do operate in the local area.

Electronic Devices

Mobile phones and other electronic devices may only be used in the Learning Resource Centre and the Cafeteria and should be used with consideration for other students and members of staff. For example, headphones must be used when listening to music. Equipment should be switched OFF in all other locations, and headphones must be put away.

In particular, all electronic devices should be switched off during lessons, unless specified by the teacher. As with all valuables, students bring such items at their own risk and the school accepts no responsibility for them.

Electronic devices are not to be used or seen in the lower school building. Electronic devices are not permitted for lower school students. Please only use a device when in the sixth form area.

Enrichment

Heathcote has an enrichment programme which allows students to take part in activities outside curriculum areas. Students are expected to do a minimum of **one hour of community work** each week and are expected to log hours in the voluntary service booklet provided to students. Students may also decide to partake in some of the following activities:

- Duke of Edinburgh (Bronze, Silver and Gold) award with Mr Wright
- University Master Classes
- Extended Project Qualification (EPQ) with Mr Angeletos
- Debating Club with Dr Taylor
- University Open Days – preferably at weekends or during school holidays
- Retakes - Students who have not achieved their Mathematics or English GCSE will be expected to attend the retake classes to gain these qualifications.

If students have any other ideas about setting up student societies or groups, contact the Director of Sixth Form who would like to hear their ideas.

Environment

We are all entitled to work in a clean environment. Please use the bins provided to dispose of any rubbish you may have. There are also mixed recycling bins for any plastic/paper you may have.

The toilet blocks are exclusively for sixth form and students are expected to use them appropriately. Students must remember to leave them in the condition they would like to find them in.

Please report any damage or breakages to a member of staff.

We have a limited amount of lockers for sixth form students. They are available on the ground floor of the sixth form. A refundable deposit is charged. Please see Ms Lewis if you would like a locker.

Examinations

While students may have started on their A-Level/BTEC courses, this does not mean that they will pass them. Every examination that a student is entered for costs the taxpayer money. Heathcote will only enter a student for an exam if their subject teacher believes they will pass the exam.

As per our examination policy "If a result is queried by the subject staff, the exams officer will investigate the feasibility of asking for a re-mark at the centre's expense and ensure that the candidate's permission is given prior to any Enquiries About Results (EAR) submissions.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged. A list of charges will be issued to all candidates and will be available on the school web site."

All A-Levels in Year 12 are now linear. Heathcote holds Pre-Public Examinations (PPEs) in February of Year 12, June of Year 12 and January of Year 13 to determine the current level students are working at. These help subject teachers to predict a final grade. Revision sessions are run in the evenings and on selected Saturdays to encourage our students to do their very best.

Fire Procedures

Students must also attend registrations or sign-in if late. This enables the school to know who is in should the fire alarm sound. Fobs are also used to access the sixth form building.

Students should familiarise themselves with the fire exit procedure. These have been summarised and displayed in each classroom and other working areas. On the fire procedure notice students will find information on the nearest exit and assembly point.

In the event of a fire/fire drill, all students are expected to leave the building calmly, sensibly and immediately. They should then assemble in tutor groups. All students will have a 'Practice Fire Drill' so that they will be aware of where to assemble in case of a fire.

Further information

Further information about the sixth form can be obtained from the Director of Sixth Form/Head of Year or on the sixth form section of the website: www.heathcoteschool.com

Health Advice

First Aid is located by the main school reception area.

If a student feels unwell, during the day, whilst at the Sixth Form:

- If in the lesson – inform their teacher.
- In and around the building – go to see a member of staff at reception.

In the case of an accident at the Sixth Form, report the incident to the Receptionist so appropriate treatment can be arranged. If necessary, students will be sent home and parents/carers will be informed. If students are likely to be off for more than a week, work will be sent home for the student so they do not fall behind.

If students have a medical condition, they need to inform the Sixth Form so this is recorded on the medical register.

If students are taking medication, they must leave them with the first aider/Reception, clearly marked with their name, the dosage and frequency. This includes a spare asthma inhaler, epi-pen or similar.

Heathcote Community

At Heathcote we value all our students as individuals and as members of the school community. Sixth formers are expected to model good behaviour for younger students and to help develop a strong sense of community and belonging. All students, and their Parents/Carers, are required to sign and abide by the Home School Agreement. This must be completed before starting the academic year.

Each sixth former will be a member of a school House and is expected to contribute fully in all House events.

Sixth formers have a key role in contributing to student voice through the Student Leadership Team. This leadership role, together with their work as monitors, prefects or sports coaches will help to create a secure, happy and nurturing environment for all students.

ICT & Library Facilities

The computers in the Learning Resource Centre (LRC) are available for students to use for quiet study; periodicals and newspapers are also available for reading. The library in the main school has a range of books which Sixth Formers can also borrow.

The LRC is available for quiet study from 8.00am, throughout the day and after school until 5.00pm. The LRC will also be available for extended hours in the run-up to examinations.

All students, and their Parents/Carers, are required to sign and abide by the Acceptable Use Policy. This must be completed before starting the academic year.

Independent Study

The rigour of Sixth Form courses demand that students use, develop and improve their independent study skills. This requires the students to support their classwork with work in the resource area and at home. Good practice recommends a combination of individual study and group work to meet the demands of the courses. At Heathcote, we use 'Show My Homework' to log the homework students are required to complete. Students will be given individual logins at the beginning of the academic year.

Homework is an integral part of independent learning and is essential for success.

- Homework should always be handed in on time.
- If students are absent from a lesson, it is their responsibility to ensure that they complete all homework from that lesson.
- Students should access their homework from 'Show My Homework' and they should use this to plan how to meet deadlines for long and short term projects.
- Homework should NOT be left to the last minute.

To succeed at A-Level/BTEC, students need to work for a minimum of 7 hours per subject, per week, outside of lessons or at least 2½ hours per evening.

Lunchtimes

Students are allowed off-site for lunch but must return in time for lessons; students will be sent home if they return late from lunch. They are not allowed off-site at any other time and persistent lateness will result in them losing the privilege of leaving site. No fast food should be delivered to the sixth form building. Please do not consume any fast food deliveries on the school premises. Likewise, hot food and hot drinks are not allowed upstairs in the LRC/Common Areas.

Year 13 students will be allowed to leave at lunch time if they have no lessons in the afternoon. They must sign out, at sixth form reception, if leaving. However, if Year 13 decide to stay for the afternoon session, they must attend registration. Furthermore, if Year 13 have no lessons in the morning, then they may come into Sixth Form at lunch time.

Parents/Carers

Parents/Carers want to know how their child is progressing. Students should inform parents/carers of their progress. Heathcote reports home at the end of every term. These are available through our online reporting system. Up-to-date email addresses for Parents/Carers should be given into Reception so that reports and letters can be emailed home via the ParentMail system.

Parents Evening

Parents Evening dates are shown on pages 13 and 14 of this booklet and on the school website. These evenings give the Parents/Carers the opportunity to meet the tutors and discuss the progress their child is making in their chosen subject(s).

There is also a 'meet the tutor' evening for new year 12 students in the first half term which enables Parents/Carers to discuss how their child has settled into sixth form.

Part Time Employment

Part time work can be a useful experience and a useful source of income for post-16 students. However, this does need to be managed carefully as studying sixth form courses requires a serious time commitment. We recommend no more than 10 hours a week preferably at weekends but never during school hours.

Plagiarism

Thesaurus.com Definition:

'An act or instance of using or closely imitating the language and thoughts of another author without authorisation and the representation of that author's work as one's own, as by not crediting the original author'

All work must be the student's own; copying a fellow student's work is plagiarism. Plagiarising someone else's work can lead to students being withdrawn from their examinations.

Prep

In order to achieve their potential, students need to spend many hours of additional time in order to complete coursework, projects and to prepare for examinations.

We are pleased that some students will rise to this challenge and succeed but we also recognise that there will be others who fall behind on the demands of their courses.

In order to further support Heathcote's Sixth Form students, the school has introduced a study session, called 'Prep'. Prep will run from 2.55pm – 5.00pm in room 6129 every day after school with Mr Good. This will provide a quiet and supportive area for students to work on assignments/homework/classwork when they have missed deadlines. Subject teachers will refer students to Sixth Form Prep.

Students referred to Prep, are expected to attend punctually, with the assignment/work set and the equipment needed to complete the task(s). Students will remain at Prep until the work is finished.

Should a referral happen, the school will contact Parents/Carers to inform them that their child has been referred to Prep.

Private Study

Students are expected to study for at least 7 hours per week, per subject. This equals about 21 hours per week for students studying 3 subjects. Students should have an up-to-date revision timetable so they can plan when they will do their work. Students need to factor in travel, socialising, employment etc. and need to find the right balance.

The LRC is available for students to use between 8am and 5pm. The hours are extended during peak exam season. Staff run regular after school revision sessions in the run up to exams and there are selected Saturday study support sessions as well.

Prohibited items

Students are not allowed to bring the following to school:

- Cigarettes, matches, cigarette lighters and aerosol sprays.
- Toy weapons, weapons, fireworks.
- Alcoholic drinks and non-prescription drugs.
- Chewing gum.

Reception/LRC

Reception and the Learning Resource Centre (LRC) will be open from 8.00am until 5.00pm. This time is extended in the LRC during examination periods.

The LRC rules **must** be followed otherwise students may be asked to leave. The LRC is an area for work and noise should be kept to a minimum.

Students may use the printer/photocopier in the LRC area. Students will be allocated £1 for the first term, £1 for the second term and £3 for the third term. After this is used, students will have to pay for their photocopying. It is advised that all printing is completed in black and white and back to back as this costs 1p per A4 side and 3p per A3 side. Colour prints cost 25p per A4 side and 50p per A3 side.

School Day

The sixth form school day follows the same pattern as the rest of the school.

Registration	08.45 – 08.50
Period 1	08.50 – 09.50
Period 2	09.50 – 10.50
Break	10.50 – 11.10
Period 3	11.10 – 12.10
Period 4	12.10 – 13.10
Lunch	13.10 – 13.45
Period 5	13.45 – 14.45
Registration/Assembly	14.45 – 14.55
Sixth Form Prep	14:55 – 17:00

Students are required to attend all lessons and to be punctual. They may be required to catch up on both work and time missed due to absence and/or lateness.

Security

All students and members of staff are issued with an ID card which they are expected to wear at all times in school.

If students note anything suspicious, including people who are not staff or visitors, please report it immediately to reception or to a member of staff.

The responsibility of personal belongings and valuables lies with the students. We encourage students to keep valuables safe and not to bring in any unnecessary valuables into the sixth form. The school is not responsible for any items that go missing or are damaged.

Smoking

Heathcote School and Science College is a smoke-free site. Smoking is not permitted by anyone on-site. Students are not permitted to smoke within view of the site or when representing the school on any occasion. Breaches of these rules are regarded very seriously.

Teacher Absence

There will be occasions where a student's subject teacher is not in school. This could be for illness, training or educational visits reasons. Work will be set for the students to complete. Students should work in their usual classroom for the lesson duration unless told otherwise by a member of school staff.

Term Dates 2017/18

Autumn Term	1 st September 2017 – 20 th December 2017
Spring Term	3 rd January 2018 – 29 th March 2018
Summer Term	16 th April 2018 – 20 th July 2017

Key Dates:

12 th October 2017	Year 12 Tutors evening
7 th December 2017	Year 13 Parents evening
1 st March 2018	Year 12 Parents evening

School Closures:

1 st , 4 th & 5 th September 2017	Teacher training days
6 th September 2017	Year 12 return
7 th September 2017	Year 13 return
23 rd October 2017 – 27 th October 2017	October Half Term
24 th November 2017	Teacher training day
21 st December 2017 – 2 nd January 2018	Christmas Holiday
3 rd January 2018	Teacher training day
17 th January 2018	Sixth Form Open Evening
8 th January 2018 – 12 th January 2018	Year 13 PPEs

2 nd February 2018	Year 13 PPE results day
5 th February 2018 – 9 th February 2018	Year 12 PPEs
12 th February 2018 – 16 th February 2018	February Half Term
23 rd February 2018	Year 12 PPE results day
15 th March 2018	UCAS Information Evening
30 th March 2018 – 13 th April 2018	Easter Holiday
19 th April 2018	Sixth Form and Beyond Evening
7 th May 2018	May Bank Holiday
28 th May 2018 – 1 st June 2018	May Half Term
18 th June 2018 – 29 th June 2018	Year 12 PPEs
4 th July 2018	Year 12 Transition Day – School closed
9 th July 2018 – 20 th July 2018	Year 12 Work Experience

Students are expected to achieve at least 95% attendance; below 90% is unacceptable as poor attendance will adversely affect their studies. Students are not permitted to take holidays in term time and students who fail to attend school as required may be taken off roll.

Textbooks and materials

It is the responsibility of sixth form students to ensure that they come to school with the necessary basic equipment for the subjects being studied.

Some textbooks and supporting material for subjects may be available for loan from subject tutors. Students may borrow additional books and supporting material from the school library. Students are expected to take care of the books and materials provided on loan and to return them to the relevant member of staff at the agreed date. Students may also have the opportunity to buy their own textbooks in certain subjects. Individual teachers will advise where appropriate.

Lined paper can be brought in the LRC. Please ask Ms Wright/Ms Baker for the cost.

In the case of lost/damaged materials, students may be asked to pay for a replacement copy.

Tutorials

Every student will have a personal tutor who they will meet on a weekly basis for group tutorials and one to one interviews to review with their academic and general progress.

The personal tutor is integral to the students' time in the sixth form and s/he will mentor, counsel and advise about progress through Advanced Level studies. If students choose to go onto university/apprenticeships/employment this could be the person who will be responsible for the academic reference.

The personal tutor is a valuable source of support – students should ensure that they contact them if they have any concern about their learning or wellbeing.

UCAS

All the advice for university applications will be provided in tutorial sessions. Once the application has been completed, your Tutor/Director of Sixth Form/Head of Year will write your reference, in addition

to information provided by subject teachers. For detailed information please refer to our 'Higher Education and Progression' booklet available on the school website. You will be encouraged to find out more about university by attending university open days which are normally scheduled at the weekends. Please see the individual university's websites for more details.

THE INTERNAL DEADLINE FOR APPLICATIONS IS THE 20th OCTOBER 2017.

Underperformance

Where concern is raised by a teacher about a student, monitoring systems will be put into place to support that student, e.g. **Impact Report**; parents will be notified if this occurs. Students will, with help, set short term targets. If after this there is still cause for concern parents/carers will become actively involved. Our aim is to ensure all students achieve their full potential and develop the skills required for independent study.

Work Experience

All students will be encouraged to participate in Work Experience in Sixth Form. This will be formally organised and will allow the students to develop the employability skills required by employers. For more details, contact Ms Lewis, Head of Year 12 and 13.

Heathcote Sixth Form also actively encourages students to find work experience placements during the school holidays to develop skills and gain experience in the student's preferred career field.

Working with Parents/Carers

Our guidance and support programme works in partnerships with students and parents/carers to ensure that students achieve their potential. In addition, there are Parent's Evenings throughout students' time at the Sixth Form for parents and students to discuss progress with subject and form tutors. By attending Heathcote Sixth Form, students agree to their parents/carers being included in their studies, even after they have become 18 years old.

We, at Heathcote, wish all the students the very best with their studies and hope they have a very enjoyable and successful time here at the school.