

6TH

QPHS



FORM

HANDBOOK



STUDENT INFORMATION

Name: _____

Tutor Group: _____ Tutor Room: _____

Group Tutor's Name: _____

Sixth Form Leadership Team: _____

House Assembly Day: _____

THE SCHOOL DAY

The week is divided into 24 lessons each of which lasts for 60 minutes.

8.40am	Students must be in school
8.45 – 9.05am	Tutor Time
9.05 – 10.05am	Period 1
10.05 – 11.05am	Period 2
11.05 – 11.20am	Break
11.20 – 12.20pm	Period 3
12.20 – 1.00pm	Lunch
1.00 – 2.00pm	Period 4
2.00 – 3.00pm	Period 5

On Tuesdays the school day ends at 2.00 pm after Lesson 4

Personal Timetable

Week 1

	1 Mon	1 Tues	1 Wed	1 Thurs	1 Fri
1					
2					
BREAK					
3					
LUNCH					
4					
5					

Week 2

	2 Mon	2 Tues	2 Wed	2 Thurs	2 Fri
1					
2					
BREAK					
3					
LUNCH					
4					
5					

CONTENTS

1-13	Sixth Form Handbook and Key Information
1	Welcome and Introduction
2-4	Attendance and Punctuality
5-6	Studying Your Chosen Courses
7	Independent Study and Core Programmes
8-10	Sixth Form Privileges and Responsibilities
11	Leadership Roles
12-13	Other Key Information Including Finance
14-29	Sixth Form Subject Tracker
30-125	Diary
126-141	Sixth Form Reference Section
126	Contents
127	An Introduction to Higher Education
128	Application to Higher Education
129	Applying to UCAS
130	About The Personal Statement
131	Writing Your Personal Statement
132	Personal Finance and Higher Education
133	UK Map and Higher Education Institutions
134	The World of Work
135	Taking a Gap Year
136	General Study Advice
137	Exam Preparation – Revision Time
138	Exam Preparation – Essay Writing
139	Driving – General Information
140	Driving - Safety
141	Personal Finance

Welcome and Introduction

Welcome to Queen's Park High School Sixth Form. By choosing to study here, you are giving yourself a wealth of opportunity to further your learning, your experiences and ultimately to be part a very successful Sixth Form. We ensure that throughout your time in the Sixth Form, you are given a wide range of experiences and opportunities to develop as an individual and to support you with taking the next steps into higher education, training or employment.

Being a Sixth Former is a new stage of your education. It is your first step into voluntary education and your first real opportunity to thrive as a truly independent learner. At this stage of your education, you will be studying only subjects you have chosen, teaching styles will be different and group sizes will be smaller. There will be differences over lengths of deadlines and private study, with expectations about independent study being very clear and key. There are also privileges, including dress and your own dedicated spaces and well as key responsibilities.

Remember, you are still working within a school with all the normal expectations about work, effort, behaviour and politeness. To this extent it is what you have been used to for the past five or six years of secondary education, so one way of seeing Sixth Form Education is a continuation of a familiar ethos whilst giving you more responsibilities and privileges within which to grow towards becoming an imaginative, critical and responsible member of our community and society.

You will have many opportunities, both academic and extra-curricular during your time here and we fully recommend you seize all opportunities that you encounter.

Above all, aim for:

- Excellent attendance and punctuality
- Polite, mature, respectful behaviour
- Diligent, reliable, hard work
- High standards

Attendance and Punctuality

Expectations

As a full time student, we expect you to be in school all day every day. Although you will not always have a timetabled lesson, you will be expected to undertake Independent Study in designated areas in the school. Being in the Sixth Form is no different in terms of the expectations that you are here and on time each day as the impact of absence for you could be even more significant as you will cover even more during each taught session.

Tutor Time

Tutor time takes place from 8.45-9.05 each day. It is an important time for messages, registration and subject intervention; it is also valuable time for other activities such as UCAS applications. You are expected to be present for every tutor time. **We do not operate a policy of only coming into school for lessons.**

There is an assembly once a week during tutor time, at which attendance is also compulsory.

Personalisation

During the first half term, the expectations stated above are implemented for **ALL** students. After the first Interim Assessment, when we can ensure that you are working and on track in your subjects, we will be happy to discuss an approach to personalised, individual learning. If you feel your timetable would support non-attendance during a full morning or full afternoon session this may be negotiated with Mrs Scanlon. Attendance, Punctuality, Attitude to Learning and Assessment Data will all be taken into account and permission will be granted on a case by case basis.

Sixth Form Staged Discipline Procedures

Attendance and punctuality will be scrutinised on a weekly basis. Early intervention is essential to ensure lessons are not missed and possible attendance problems are diagnosed early to enable the highest curriculum achievement. We believe that a systematic, transparent, staged approach to deal with unexplained absence is the fairest way for all parties.

- The first instance of unexplained or unacceptable absence within a term will result in a formal verbal warning issued by your Group Tutor. This warning will be recorded in your file.
- The second instance will result in a formal written warning.
- Subsequent instances of unexplained absence will require you and your parent/carer to attend a review meeting with a member of the Sixth Form team. The focus of the meeting will depend on the nature of the absence, but the ultimate goal is to support you in improving your attendance at Sixth Form
- Where the issue appears to be unresolved or that school have further concerns that could jeopardise your place in the Sixth Form you and your parent/carer will be invited to a meeting with Mrs Scanlon where a decision about your future will be discussed.

We also have a staged response to dealing with punctuality issues in Sixth Form operating over a term.

- Three or more late arrivals to a timetabled lesson or tutor time within a one week period will result in a verbal warning issued by your Group Tutor who will inform the Sixth Form team and the instance will be recorded in your file.
- Further punctuality problems will trigger a formal written warning home and you will be expected to make up missed time with your teacher(s) and/or tutor
- If punctuality issues persist then you your parent/carer will be invited to a review meeting to ascertain any obstacles and resolve any on-going issues.

Continued problems around attendance and punctuality will result in students paying for their own examination entries and could ultimately result in you being asked to leave the Sixth Form.

Illness and Absence

Planned Absence. If you know you are going to be absent (e.g. visiting a university), speak to your Group Tutor beforehand. You should also see the teachers of the lessons you will miss to ensure you do not fall behind with your work.

Illness. If you find in the morning you are ill and cannot come into school, your parent/carer must phone the school explaining your absence and when you hope to return. When you do come into school, bring a note signed by your parent/carer. School will contact home when no message has been left.

If you become ill during the day you must see your Group Tutor or a member of the Sixth Form team before taking any action.

Emergencies. If you need to miss a lesson during the day for a legitimate reason it is important you inform your Group Tutor as soon as possible.

Medical and Miscellaneous Appointments

Doctors' or dentists' appointments should not be scheduled at the same time as a lesson – **except in an absolute emergency**; nor is it acceptable to arrange driving lessons or similar appointments to occur during lesson time.

Signing In/Out book

If you need and have been permitted to leave the site during non-directed time, use the signing in/out book so that the school knows you are not on site in the event of an emergency.

Holidays

No holidays are authorised for Sixth Form students. It is not appropriate to book recreational breaks during term time.

Studying Your Chosen Courses

Lessons

Lessons are **compulsory**. You are expected to attend every lesson you are timetabled for and be fully prepared for each lesson; this includes having the relevant books and equipment. Expect to be set work to complete outside of lessons to support the learning you have done and/or to prepare for your next lesson.

Missing lessons is sufficient justification to ask to see your parents/carers and, in serious cases, ask you to leave (see Sixth Form Staged Discipline Procedures). Additionally, if you are not punctual to the start of your lessons this will affect your learning and teaching in the classroom. We therefore take poor punctuality very seriously and there is a staged approach to help you improve your punctuality (see Sixth Form Staged Discipline Procedures).

Homework

Homework will be set most lessons and will need to be completed appropriately by the deadline. Illness should not be seen as an excuse to not complete homework; you should find out what was set and complete the work as soon as you can after your return to school.

Academic Tutoring and Internal Assessment

It is important to work effectively throughout all of your time in Sixth Form. To enable this, your teachers will assess your progress at different points in the academic year and communicate that assessment to your tutors and parent/carers.

Your tutor will meet with you many times throughout the school year as part of Academic Tutoring. This is to offer you support with your subjects and address any issues that may arise. As you will learn, the amount of work expected of you is greater than you have previously been used to. The Academic Tutoring sessions are a way to ensure you are meeting the demands and will achieve your best potential.

Examinations

Examinations take place during the months of May and June. Before this time you will be given a printout stating which examinations you have been entered for. It is **your** responsibility to check that you have been entered for the correct examinations; you must sign this printout and return it to student services to receive your examination timetable. Your signature on this printout is confirmation that the exam entries are correct. If you do not spot a mistake and sign the form you will incur a cost.

When you have an examination you must be in the common room at least 20 minutes before the start. You can place bags in the back room which will be locked during the examination. There will be notices in the common room informing you where you are sitting and in which room the exam is.

Staff Absence

If a teacher is absent you have the responsibility to go to the classroom and collect information about the work that has been set. Teachers who know they are going to be absent will leave a staff absence form which must be completed as this acts as the lesson register. This should be returned to AHOH office or the Sixth Form office. If there is no form available, please see the relevant Curriculum Team Leader to check what work has been set. Unless otherwise stated, you should remain in the classroom where you are timetabled for that lesson, to complete the work set.

Changes to your Course

You may discover that you have chosen the wrong course; your previous examination results may have been different than expected or you may have simply changed your mind. As long as you meet the entry requirements and it is within the first two weeks of September we will happily facilitate such a request where possible. It is very important that you understand that once you start your course you cannot drop it at any point during the year, or in the case of the new linear courses for 2 years. We will only allow a student to cease studying a course through exceptional circumstances and this may incur a financial cost.

If at any point you would like to talk about any aspect of your studies do not hesitate to approach your Group Tutor or Mrs Scanlon.

Independent Study and Core Programmes

Independent Study Periods

One large difference between Year 11 and Year 12/13 is that you will find you have time in school when you are not timetabled to be in a lesson. We expect you to use this time to study; by reading round your subject, making notes, completing homework, researching, planning or drafting work etc. Ultimately, how you use these times can have a significant impact on your ability to work independently and your success at your chosen subjects.

We have dedicated spaces where students should work during Independent Study Periods to facilitate your opportunity to study successfully.

- Dedicated ICT area with the LLC
- Sixth Form Study Room. This space is designed for individual study. Desks and limited computer access are available in this room, but there is WIFI access for students to work on own laptops, tablets etc.
- Sixth Form Conference Room. This space is designed for group study where a large conference style table and WIFI access is available.

Core Programme

The core programme presents opportunities for the Sixth Form to become involved in study and in experiences that fall outside the realm of their subject choices.

- Core PE
 - Students will be timetabled for PE where facilities and staff in the PE department are available for all students. Students are expected to participate in their PE lessons unless by prior arrangement to undertake volunteering or work placements
- Development of the Individual Programme (DIP)
 - Two hours a fortnight is dedicated to DIP. This can take many forms and will be organised early in September.

Sixth Form Privileges & Responsibilities

Appearance

Sixth Form Dress Code

Our dress code is “smart casual”. Students are expected to dress at all times in a manner that is fitting for maturing, young personnel in a professional situation. We realise that one of the attractions of being a Sixth Former is the privilege of not wearing a uniform. However, the following are deemed **not** smart casual and therefore **not** acceptable:

- Dirty or ripped clothing
- Football tops
- Tracksuit bottoms
- Offensive slogans
- Revealing tops or skirts
- Bare midriffs or bare shoulders
- Shorts (except during months of May, June, July)
- Hoods, caps or hats worn inside school
- Ostentatious jewellery
- Flip flops

During the warmer of months of May, June and July you are permitted to wear shorts subject to a few conditions:

- They must be no shorter than knee level
- They must not be camouflage pattern, beach, board or sports shorts. They must not be brightly coloured nor have loud distinctive patterns
- Shorter shorts with leggings or tights will not be allowed

Any student who does not comply with the dress code will be sent home to change – this includes students sitting examinations.

In all of this, the emphasis is on self-respect, maturity and setting a good example. Should there be any uncertainty over our dress code, please discuss it with your tutor.

Lanyards

It is a legal responsibility of any institution that caters for young people to ensure they are safeguarded against harm. As such every adult or student who is not identifiable by a uniform must wear a lanyard with their picture on.

As such **all** 6th form students **must** wear a lanyard at **all** times in the building. You cannot attend this school if you do not wear a lanyard. Those who persistently do not wear their lanyard will be subject to discipline procedures. Persistent failure to comply with this expectation could result in the introduction of a uniform for Sixth Form

Dedicated Sixth Form Spaces

The Henry Rogers Sixth Form Centre (The Common Room)

This area has casual furniture, areas for informal study, games as well as information about universities and career opportunities. It also has a notice board which you should inspect regularly. This area is for Sixth Form only. We ask you to respect this place – graffiti or silly vandalism is not acceptable; and because it is your Common Room we expect you to police it at all times. As an individual and as part of a group, please ensure that others treat the Common Room appropriately.

You are free to eat in the common room but we ask that you ensure any rubbish goes in a bin. There is a kitchen area in the common room for your use. This will be cleaned by a tutor group on a weekly rota. Designation of tasks within each tutor group is yours and your tutor's responsibility.

Do not let anyone from outside of our school or the Sixth Form into the Common Room. Any student found to be doing so will be dealt with.

Study Areas

As outlined in the previous section, there are 3 designated study areas for Sixth Form use. These areas are to be used for working and preparation only. Socialising and time out should take place only in the common room. Ensuring the appropriate use of and cleanliness within these spaces will be the role of students and overseen by prefects.

Digital Devices

The school has a policy of not allowing digital devices (phones) to be used in lessons or on corridors. **Please comply with this.** You may choose to use devices in the Common Room and Study Areas (for work) but do not use them around school, in corridors or classrooms where your teacher has not agreed for you to do so. Please set an example of what we expect as you move around school, so younger students see sensible role models complying with basic school policies.

We encourage you to use your own devices such as laptops and tablets for work in study areas and lessons where this is appropriate. As you become more independent learners, you may find it easier to transfer work and continue with tasks and complete coursework etc. if you use your own devices. We will provide Wi-Fi in the Common Room and Study Areas to facilitate this. We expect you to use this appropriately and within agreed parameters. Those found to be misusing ICT via our Wi-Fi network or through our own computers will be subject to discipline procedures.

Entry Key Fob

At the beginning of the year, you will be issued with an electronic key fob to access the building, the common room and study spaces during the school day. A deposit of £5 will be required, the deposit will be returned once you hand back your key fob.

If you lose your key fob, it is vital that you inform school so that your key fob can be cancelled and therefore cannot be used by someone else to access the school.

Leadership Roles

Roles and Responsibilities

As a member of the Sixth Form at Queen's Park High School you are amongst the eldest students in the school and as such, we expect you to act as role models for other members of the school. This means everything from being positive and friendly to supporting students who might need your help. We expect all Sixth Form students to get on board with supporting staff and the school in a wide variety of roles, from the day to day work of ensuring safe movement around the building to supporting with school events such as Open Evening as well as some of the following: sports teams, coaching; helping staff in lessons; working with students struggling in particular areas; staffing the car park during the holidays.

For those of you who are keen to be even more actively involved in leadership roles and responsibilities, we offer a range of roles and opportunities to all members of our Sixth Form. Detailed information about these roles will be given to students in September and we hope that many of you will apply and get involved.

Leadership roles for Sixth Form students include the following:

- Head Boy (Year 13)
- Head Girl (Year 13)
- House Captains (Years 12/13)
- Prefects

Sixth Form Council

Students with leadership roles will also be part of a range of student council groups within the Sixth Form and in the wider school. The Sixth Form Council hold key responsibilities and their role is valued by the school and school council. The Sixth Form Council gives you a voice and is pivotal in developing and amending Sixth Form policy and organising any events.

Other Key Information Including Finance

16-19 Bursary Fund

If you are eligible for Free School Meals then you can apply for extra funding to help with the costs incurred through learning. Applications for extra funding have to be made by October of the year you start or continue with courses, and, if successful, you will only receive the funding if you attend school and perform well. If you are not in receipt of Free School Meals you are still entitled to apply for extra funding in times of hardship. Details will be given to all those who may be eligible.

Students who live in Wales may be entitled to the Education Maintenance Allowance. Please take the time to read information about this and make an application.

Trips and making Payments

All students entering our Sixth Form are invited to participate in an induction residential at the Conway Centre, there will be trips planned around careers and university options, and depending on which subjects you study, you may have the opportunity to attend other trips outside of school.

All payments for trips and equipment have to be made through student services. A finance officer will be available before tutor time in the morning, at break time and at lunch time to take payments. Please do not attempt to make payments at any other time. Please get involved as much as you can; partly to build-up your CV and partly to enrich the school's community through using your skills and talents.

Curriculum Enrichment Days

Like the rest of the school, the Sixth Form is part of the Curriculum Enrichment Day programme. The activities during these days will vary throughout the year, addressing the needs of the majority of the Sixth Form. Attendance on these days is mandatory, unless you have been explicitly told otherwise.

Food and Drink

There is a dedicated Sixth Form café on site for your use throughout the day. This is your facility and the menu and planning for this café is based on your input and the purchases you make. Please support the success of this by purchasing your drinks, snacks and lunch from it. There is limited seating available inside and this is for the use of Sixth Form students only.

The school does not allow eating in corridors, classrooms or the LLC and we ask for your co-operation with this. As well as the café, you may eat in the Common Room and other general school social areas.

Twitter

The Sixth Form has its own twitter page (@qphs6thform) which we suggest you follow it as useful information is often tweeted.

Support

Post-16 courses offer a higher challenge than you would have previously encountered. Seeking further support and guidance if you encounter difficulties (academic or emotional) is normal and expected. Your Group Tutor is always on hand in the first instance to help with any issues that may arise in the.

Ultimately we want you to be successful and enjoy your time in the Sixth Form. If there are any barriers to this at any point, please make sure that you raise concerns with your tutor and your subject teachers in the first instance. Mrs Scanlon is more than happy to support you too, so do not hesitate to ask for help.