



# **Sixth Form**

**A Guide for Parents**

**2020-2021**

## INTRODUCTION

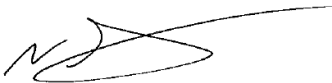
Welcome to our Parents' Guide. This guide is intended to supplement information provided on our school website, calendar and communicated via letters.

It is important that parents are kept fully informed during this important time in your son/daughter's education and we will do our best to keep everyone "in the loop". We recommend that you look regularly at the Sixth Form section of our school website and any letters or important documents will be found in the 'Sixth Form Letters Home' section.

Your son/daughter's Sixth Form years are hopefully going to be the most exciting, challenging and rewarding years of their education to date. If your son/daughter is to become a truly independent learner ready for university, apprenticeships or employment, they will need support and guidance from both parents and teachers alike. Please encourage them to talk to their subject teachers, form tutor or any member of the Sixth Form Team; they will all be only too happy to listen, share ideas and offer support.

We want your son/daughter's time in the Sixth Form to be enjoyable and memorable, but above all we want it to provide them with the knowledge, skills and confidence to progress in their chosen future pathway.

We look forward to working with you over this coming year.



Mr N Coates  
**Director of Sixth Form**

## POINTS OF CONTACT

### The Sixth Form Team

Mr Coates	Director of Sixth Form ( <a href="mailto:ca@southbromsgrove.worcs.sch.uk">ca@southbromsgrove.worcs.sch.uk</a> )
Ms Talbot	Assistant Headteacher – Sixth Form Raising Standards Leader ( <a href="mailto:htl@southbromsgrove.worcs.sch.uk">htl@southbromsgrove.worcs.sch.uk</a> )
Miss Wilkin	Deputy Director of Sixth Form ( <a href="mailto:wk@southbromsgrove.worcs.sch.uk">wk@southbromsgrove.worcs.sch.uk</a> )
Ms Sherry	Sixth Form Student Support Officer ( <a href="mailto:sixthform@southbromsgrove.worcs.sch.uk">sixthform@southbromsgrove.worcs.sch.uk</a> )
Mrs Monaghan	Sixth Form Student Support Officer ( <a href="mailto:sixthform@southbromsgrove.worcs.sch.uk">sixthform@southbromsgrove.worcs.sch.uk</a> )
Mrs Read	Sixth Form Student Support Officer ( <a href="mailto:sixthform@southbromsgrove.worcs.sch.uk">sixthform@southbromsgrove.worcs.sch.uk</a> )

### Contact

The Sixth Form team will contact students in a number of ways, including via email, through tutors and through the whiteboard in the Sixth Form Common Room.

Students must ensure that they regularly check their school emails.

We also have a Sixth Form twitter account: @SBHS\_SixthForm. Please follow us if you use twitter.



## ATTENDANCE AND PUNCTUALITY

### **When should students be in school?**

In choosing to study Sixth Form courses in this school, your son/daughter has committed themselves to full-time education for two years. Employers often ask us about attendance and punctuality when they request a student's reference. Punctuality and attendance are key to achieving their potential in their studies. Research has shown that students lose a grade for every 10% drop in attendance.

We expect high levels of attendance (**at least 98%**) at school. Where attendance becomes a concern, students will be asked to meet with Mr Coates or Miss Wilkin to discuss any concerns and any ways in which the school can support them.

Attendance to all lessons, including PSD and timetabled study slots, is compulsory.

Students must be in for morning registration (currently 8.35am for Year 13 and 8.40am for Year 12). Late arrival requires signing-in in the Hub.

Students are expected to be in school every morning and **are not permitted to leave the premises before period 2 (currently 11.00am for Year 13 and 11.30am for Year 12).**

### **Absence**

Absence through illness must be telephoned (01527 839071) or emailed to [sixthform@southbromsgrove.worcs.sch.uk](mailto:sixthform@southbromsgrove.worcs.sch.uk) by a parent/guardian before 8.30am.

Planned absences should also be communicated at least a week before the event.

Medical appointments should not generally be made in lesson time or study slots. Absence for medical appointments in school time should be accompanied by a note, telephone call or email from a parent/guardian.

Driving lessons should not be taken in school time, however we will permit students to have time off to take a driving test.

For planned absence in term-time please complete the planned absence form, available on the Sixth Form section of the school website. Please note that **we do not authorise requests for holidays taken in term time.**

## **Health and Safety**

**Students must wear their ID lanyard at all times and tap-in using the digital pads when they arrive to school. They must then tap-out when leaving the premises (and tap-in again if returning).**

Currently, Year 13 and Year 12 must enter the building via the side doors by PE. If leaving at the end of period 5, they must also exit via these doors.

Leaving the school premises for periods 3, 4 and 5 requires parental approval first.

Cars are not to be parked on the school premises at any time. Please be considerate to our neighbours when parking on the roads close to the school.

## **Study Sessions**

All students will have timetabled study sessions. These are registered sessions that take place in the Hub.

Those students studying the equivalent of three courses will have six study sessions over two weeks and those students studying the equivalent of four courses will have four study sessions over two weeks.

These sessions are for private and silent study. **If students fail to attend a study session, they will be required to attend their missed study session in a free period.**

If required, Year 12 and Year 13 students may be given additional study sessions to support their academic progress.

# **ACADEMIC AND PASTORAL MONITORING**

## **Support**

The wellbeing and academic progress of students is our priority. If students have any worries or concerns, they should speak to their tutor or any member of the Sixth Form Team.

Students may be allocated additional study sessions to support them if they are not managing their workload. Tutors and the Sixth Form Team will also offer guidance and support to help students get into good study habits.

The vast majority of students take their studies seriously and respond to the challenges and responsibilities with maturity and dedication. For the small minority that struggle with the level of commitment required to succeed there are clear procedures that are followed to support the student and to tackle underachievement:

LEVEL 1 CONCERNS	ACTIONS	BY
<ul style="list-style-type: none"> <li>• Arriving late to lessons</li> <li>• Lack of lesson preparation (including reading, catch up work and homework) that means the student will not be able to access the lesson material</li> <li>• Attendance issues</li> <li>• Poor work ethic</li> <li>• Poor attainment</li> </ul>	Can include... <ul style="list-style-type: none"> <li>• Verbal warnings</li> <li>• Staying behind to complete work</li> <li>• Detention to complete work/make up time</li> <li>• Repetition of substandard work</li> <li>• Copying up of any missed work</li> </ul>	<b>Subject teacher/Tutor</b>
<b>LEVEL 2 CONCERNS</b>		
<ul style="list-style-type: none"> <li>• Continued concern (repeatedly causing concern in one subject)</li> </ul>	<ul style="list-style-type: none"> <li>• As above</li> <li>• Student spoken to by Subject Leader</li> <li>• Parental notification (letter/phone call/email)</li> </ul>	<b>Subject Leader/Tutor</b>
<b>LEVEL 3 CONCERNS</b>		
<ul style="list-style-type: none"> <li>• Persistent concern (if the student does not make any improvement OR is causing concern in more than one area)</li> </ul>	<ul style="list-style-type: none"> <li>• Subject Leader/Tutor alerts Deputy Director/Director of Sixth Form</li> <li>• Parental notification (phone call/meeting)</li> <li>• Additional study slots</li> <li>• Stage 1 Academic Support Programme</li> </ul>	<b>Deputy Director of Sixth Form</b>  <b>Director of Sixth Form</b>  <b>Raising Standards Leader</b>
<b>LEVEL 4 CONCERNS</b>		
<ul style="list-style-type: none"> <li>• Targets not met</li> </ul>	<ul style="list-style-type: none"> <li>• Escalation to Stage 2/3 Academic Support Programme</li> <li>• Review meeting arranged</li> <li>• Regular parental contact</li> <li>• If no improvement from the Stage 3 Academic Support Programme, student's position in the Sixth Form is reviewed</li> </ul>	<b>Deputy Director of Sixth Form</b>  <b>Director of Sixth Form</b>  <b>Raising Standards Leader</b>

If students continually fail to meet institutional expectations, they may be placed on our Academic Support Programme. Students will remain on each stage of report for a period of two weeks, with clear and achievable targets. If progress is demonstrated, they will be removed from report. If progress is not demonstrated, they will move onto the next stage of report. If students fail to demonstrate progress when on the final (stage 3) of the programme, they may be asked to leave the Sixth Form.

## KEY ASSESSMENT DATES

Reports will be issued electronically via MCAS on the following dates:

Assessment	Report Date
Year 12 Assessment 1	2 <sup>nd</sup> December 2020
Year 12 Assessment 2	9 <sup>th</sup> February 2021
Year 12 Assessment 3	11 <sup>th</sup> May 2021
Year 13 Assessment 1	14 <sup>th</sup> October 2020
Year 13 Assessment 2	9 <sup>th</sup> December 2020
Year 13 Assessment 3	23 <sup>rd</sup> February 2021

Please contact Mrs Heard ([JHD@southbromsgrove.worcs.sch.uk](mailto:JHD@southbromsgrove.worcs.sch.uk)) for any queries relating to MCAS log-ins.

Year 13 Pre-Public Exams (PPEs) will take place in the week beginning 18th January 2021 and Year 12 PPEs will take place the week beginning 28th June 2021.

## STUDY PROGRAMME CHANGES

If students wish to change their study programme, they should see Miss Wilkin or Mr Coates in the first instance. This is not a decision to be taken lightly and Miss Wilkin or Mr Coates will provide guidance and advice. If the decision to change a subject is made, a Change of Study Programme form must be completed. Students must continue to attend all lessons until all the necessary signatures have been obtained.

## SIXTH FORM BURSARY

Applications to the Sixth Form bursary can be made to support a range of outgoings associated with educational provision. This includes, but is not limited to, financial support for:

- educational visits and open days
- school clothing
- the purchase of learning materials
- costs associated with the Duke of Edinburgh award scheme
- food while at school
- laptop scheme deposit (but not the monthly payments)

Application forms are available from Ms Sherry or on the Sixth Form section of the school website.

## SIXTH FORM DRESS CODE

A high standard of dress is important at South Bromsgrove High School. Our dress code is appropriate for a school which is a professional, working environment where Sixth Form students are seen as role models for those in the lower school.

### Male Students:

- Suit comprising trousers, smart suit jacket, shirt and tie.

### Female Students:

- Formal trousers or skirt with a smart suit jacket and a blouse, shirt or top, or
- Formal style dress with a smart suit jacket.

Skirts must be of a reasonable length.

### All Students:

Suit jackets should be treated like a blazer and worn around school at all times.

Students may wear a jumper or cardigan under their jacket.

Shoes must be smart in appearance.

Students must wear their ID lanyards at all times.

Jewellery should be discrete. Nose studs are permitted, but nose rings are not.

Hair styles should not be extreme in length, style or colour.

The following are not permitted:

- Jeans/Leggings
- Hoodies
- Revealing tops/short skirts
- Trainers/Converse/boots

We ask that adherence to the dress code does not present an issue and does not result in conflict between staff and students. Our priority and focus within school is student wellbeing and academic progress.

Students who do not adhere to the dress code will be warned and a letter sent home. Students who continue to fail to adhere to the dress code will be sent home to change and will be required to catch-up any resulting missed work after school.



## **ADVICE GIVEN TO STUDENTS ABOUT ACADEMIC WORK**

School work in the Sixth Form is different from lower school. You are expected to take a more independent approach to your work and do things because you see the value in them rather than because you have been told to.

Students who succeed in the Sixth Form are often characterised by their approach to their studies. They will be self-motivated, good organisers of their time, will meet deadlines and can always be relied upon to do their best.

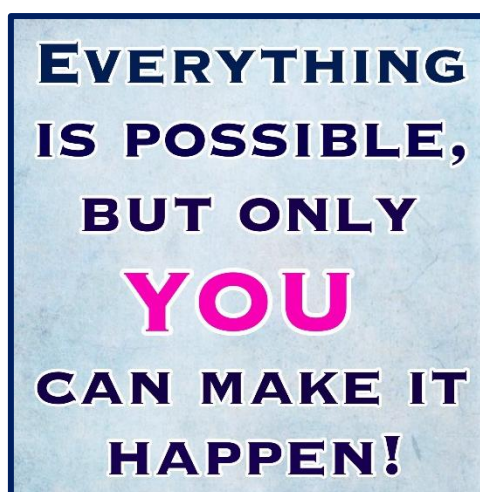
Make sure that you are aware of the requirements of the course and the specification. Use this information to guide your progress through the year. Always complete homework set by your teachers well in advance of the deadline so that you have time to ask the teacher for help before it is due to be handed in.

If you have 'spare time', make sure that it is not wasted. If you have completed work set by the teacher do some extra work. You could research the next topic to be studied or start writing revision notes. Make sure that you use any text books or resources provided by the teacher. Make your own notes from appropriate passages of the texts. Use the study room and complete additional work for your studies.

No student should ever say, "I don't have anything to do!" You might not have been asked to do a specific task – but there will always be things you could do that would benefit your progress. You can always start your revision programme – even in September!

Always act on any advice or comments provided by your teachers and tutors. Make sure that in the future you do not look back with regrets about the way you approached your studies in the Sixth Form. The exams will come round all too quickly and you want to be going in to them feeling like you have done the best you could have done.

Whilst the Sixth Form Team and your teachers are here to help you, you are the one that makes the difference!



**EVERYTHING  
IS POSSIBLE,  
BUT ONLY  
YOU  
CAN MAKE IT  
HAPPEN!**



Headteacher: Mr Chris Smith

T: 01527 831783

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[www.southbromsgrove.worcs.sch.uk](http://www.southbromsgrove.worcs.sch.uk)

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