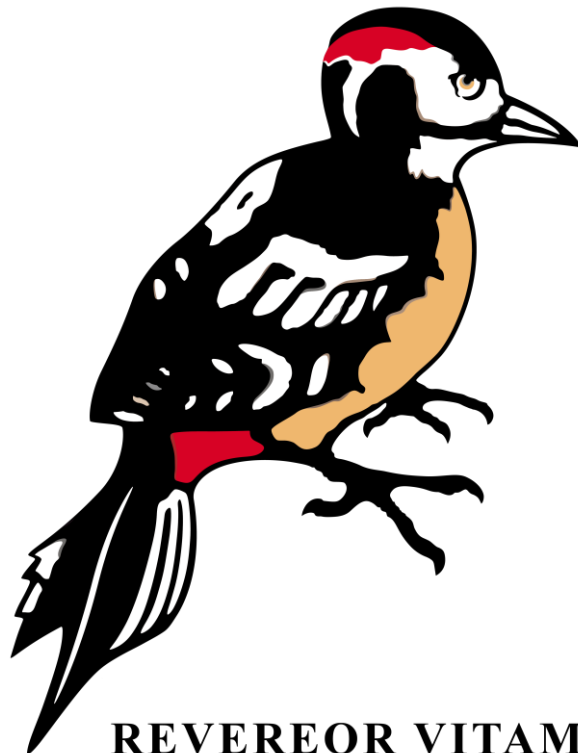


Darrick Wood School
Sixth Form
Parents' A-Z guide

2018 - 2019



REVEREOR VITAM

Starting Sixth Form marks a big transition in students' lives and whether students are new to the School, or have progressed through the Lower School, the systems and processes of the Sixth Form can sometimes seem bewildering.

The aim of this guide is to give parents key information to support their son or daughter through their time in Sixth Form and to make the transition from pupil to Sixth Form student as seamless as possible.

Just like elsewhere in the School, the Sixth Form has high standards and expectations. We hope all our students have an enjoyable and worthwhile experience that will allow them to move successfully into the world of Higher Education or employment. The support of parents and carers is always appreciated and we would therefore be very grateful if you could familiarise yourselves with the information in this booklet.

We look forward to working with you over the next two years.

Sixth Form Team 2018 - 2019

Dr L Burroughs, Assistant Head Teacher

Miss L Cox, Achievement Coordinator Year 12

Miss S Sivakumar, Assistant Achievement Coordinator Year 12

Miss S Patel, Achievement Coordinator Year 13

Mr M Jarvis, Assistant Achievement Coordinator Year 13

Year 12 Tutor Team

12ACH	Mrs A Chappell
12AHA	Mr A Hammond
12AHO	Mrs A Hobson
12CTA	Mrs C Taylor
12DC	Mr D Caudle
12JTU	Mr J Tuck
12MV	Mrs M Vos
12NL	Dr N Love
12SGO	Mr S Gosling

Mrs L Healy, Sixth Form Administrator

Mrs C McCluskey, Assistant Sixth Form Administrator

Amenity Area

There is an open area outside Six that may be used by students at break and lunchtime. Students are requested to ensure that the area is kept litter free.

Alcohol and Drugs

Alcohol and Drugs are not permitted on the school site. Any student found in possession of these items will be dealt with very severely and if appropriate, the matter will be referred to the police.

Attendance

Attendance is a hugely important part of ensuring success. We expect 100% attendance. Students need to arrive in school by 8.35 am for registration which takes place in their tutor room unless there is an Assembly. If they are absent, parents should telephone the School to provide a reason. If you know in advance that a student is going to be absent, please inform the tutor of the reason. Emergency Doctor visits, orthodontist appointments, hospital appointments, funerals etc. are acceptable reasons for planned absence. Driving lessons and routine appointments are not. The pace of Sixth Form lessons moves much faster than at any point before and missing lessons will undoubtedly have an impact. When a student returns from absence, it is important that parents provide a note to explain the reason for the absence. If there are several absences, or if attendance falls below 95%, we are likely to contact home to discuss the situation. We will do all we can to support any student who is absent from school as a result of ongoing illness, but missing lessons creates problems and should be avoided as far as possible. Attendance data is based on attendance in registration and this data is used in references but attendance to lessons is also monitored.

Assembly

Sixth Form students must attend Assembly and must arrive by 8.35 am. Students in the Sixth Form have Assembly once or twice a week depending on the rota. We have a Main School Assembly on a Monday morning which is for both Years 12 and 13 students. On Fridays the Sixth Form team run assemblies which might be for Year 12, Year 13 or both. Registers are taken by form tutors and it is important that students attend these regularly. Attendance in Assembly contributes to a student's overall attendance data and missing Assembly will lower the attendance figure.

A levels

Many of the Level 3 courses that we offer are A levels. Recent A level reforms mean courses are now linear with the examinations taking place at the end of the two years.

Book Returns

During the course of Sixth Form study, students will be issued with school resources including books or other equipment. At the end of the course students will be asked to return their books to the departments that issued them. Students who are leaving are asked to come into school for Book Return Day. On this day they complete a 'Leavers' Form' to ensure that all of their books have been returned to the School. If a student decides that they are leaving the Sixth Form before the end of Year 13, they will be asked to complete a Leavers' Form before they are removed from the school roll. Any equipment not returned to the school when requested may be billed to the student in order to purchase a replacement.

Bring Your Own Device

Sixth Form students may request permission to bring their own tablet/laptop to use in school.

BTEC

Two year Level 3 and one year Level 2 BTEC qualifications are run alongside A level courses. They differ in that these courses are mostly coursework based. New BTEC courses do include an examination.

Car and Motorbike Parking

There is no parking on site for students' cars or motorbikes unless a student has a disability. Students should take into consideration their impact on the local community and ensure they park and drive considerately in the areas around school. We encourage students to walk, cycle or take public transport to school wherever possible.

Changing Subject Choices

When a student is offered a place for Sixth Form, the place is offered on the basis of the courses applied for. Some students find that in the time between opting for their subject choices and the start of the courses they have changed their mind about what they would like to study. If there is space on their preferred course and if they meet the entry requirements for the course, it is sometimes possible to change courses.

Chewing Gum

As with the rest of the School, chewing gum is not permitted on site.

ClassCharts

This is a system used by teachers to give reward points for achievements, contributions, good work or effort in class. It is also used to log any negative behaviour incidents, such as dress code infringements, homework or punctuality issues. Parents/carers have access to their son/daughter's ClassChart profile.

Common Room

There is a designated Sixth Form Common Room in the Sixth Form Centre solely for the use of Sixth Form students. This space can be used for study during non-contact periods and recreation during breaks. The area must be treated with respect and noise should be kept to a minimum to avoid disruption both to other students in the room, but also the adjacent classrooms and offices. Each week one Tutor Group from Year 12 and one from Year 13 will spend their afternoon registration in the Common Room and will be responsible for tidying the room according to a rota. There is a servery that is open before school, at break and at lunchtime to provide food for Sixth Form students. While in the Common Room during lesson time, students are expected to be working productively at the tables provided.

Community Service

All students are expected to contribute to the wider community during their time in the Sixth Form. This might take the form of helping a Lower School tutor group, acting as a mentor or volunteering in the School or local community.

Coursework

Some, but not all of the Level 3 courses that we offer require students to complete coursework. There are different requirements for different subjects and it is important that students meet the deadlines, and subject specific requirements for the courses. Staff must not be requested to mark work that has been submitted late. Please ensure the work submitted by your son/daughter is their own and that any sources are properly accredited to avoid accusations of plagiarism. New BTEC specifications also severely limit the feedback that teachers are able to give.

Discipline Code

The Sixth Form has a referral system as a consequence of non-compliance with our expectations. There is a copy of the Code of Conduct in the Sixth Form Planner (p8) as well as a copy of the Sixth Form Rules (p6/7).

Driving Lessons

Whilst we recognise that many students are keen to learn to drive and that many Driving Instructors are keen to take lessons during the day, students should not be taking driving lessons during school hours. This includes taking lessons during study periods or during break or lunch. Being a successful Sixth Form student takes time and students should focus on what is really important in these years. Theory tests should not be booked in school time. Students are permitted one authorised absence to take a driving test.

Dental/Doctors' Appointments

Whilst we recognise that it can be difficult to arrange appointments around school times and that you may have to wait longer for an appointment, we would ask that routine appointments be made for outside school hours. Any absence from a lesson will have an impact and unnecessary absences should be avoided at all costs.

Dress Code

Darrick Wood Sixth Form has a formal Dress Code and we expect that all students who choose to come here accept that the Dress Code will apply to them. A copy of the Dress Code can be found in the planner (p9). Students who do not conform to the expectations, can expect to be given a warning, or be sent home immediately if their dress is unacceptable.

Eating in School

Sixth Form students are permitted to eat in the Common Room, Sixth Form Amenity area or in the Main School Dining Hall. Food purchased in the Dining Hall should be eaten there and not carried around the School. There is a servery available in the Sixth Form Common Room where food and drinks can be purchased at designated times. If a student chooses to go off the school site they should behave appropriately in the local area and if eating on Tugmutton Common, ensure that no litter is left behind. Students who go off-site at lunchtime must ensure that they return in good time for afternoon registration.

Employment

Although many students feel that Sixth Form is an ideal time to get a part-time job, Sixth Form study is demanding in many respects and students might struggle to maintain their focus. We recommend that students spend approximately 20 hours per week on their school studies outside of lessons. If a student does choose to gain employment, we recommend that this amount to no more than 12 hours per week and that this not be continued during examination periods. Students must not work hours during the school day, even if they are scheduled not to have lessons. Research has shown the negative impact that part-time work has on achievement at A level.

Examination Timetables

Personalised examination timetables will be issued to students for each session of examinations that they take part in. These timetables can only be printed once the entries are known. Dates are published by the Examination Boards and can be viewed online. Please note that the School cannot influence the timings and dates of public examinations. Students need to arrive to examinations in full Dress Code including ID badge and with plenty of time before the scheduled start of the paper having checked the location beforehand.

Extended Project Qualification

The EPQ is an AS level qualification available in Year 13. It is highly valued by the top universities as it develops key undergraduate skills. This qualification is launched to Year 12 in June and completed in March in Year 13.

Facial Hair

Students in the Sixth Form are not permitted to grow facial hair. All students are expected to be clean-shaven in accordance with the Dress Code. A student who has facial hair can expect a warning in the first instance or may be sent home to shave.

Holidays

Holidays are not authorised during term time under any circumstances. Please ensure that your son/daughter is not disadvantaged by missing lessons through taking a holiday. Any holiday taken in term time will not be authorised and students will be expected to make up the work that they have missed. Requests for exceptional circumstances such as family weddings, sports tours etc. will be looked at on a case by case basis.

Homework

Homework is only part of the expectation of the extra study students will complete outside of their lessons. Each hour of teaching should generate an hour of independent study. This may be in the form of reading, research or extra assignments in addition to those set by the teacher. All homework tasks should be completed by the deadline and to at least target grade. If not to deadline students will receive appropriate sanctions which may include detentions.

I.D Badges

As part of our safeguarding procedures, all staff in school are expected to wear an identity badge. Lower School pupils are all in school uniform and it is important that at a glance, we can identify those who belong on the school site. It is therefore imperative to the security of all our students that all Sixth Form students

display their identity badges at all times. Badges and lanyards will be issued within the first week of the School year. Requests for replacement badges should be addressed to the Sixth Form Administrator. If a student does not have his or her I.D badge they must see a member of the Sixth Form team.

Independent Study

All students will be allocated Independent Study periods on their timetables. In these lessons they are expected to be in the Resource Centre and attendance will be monitored. Students should ensure that they have organised some work to complete during this time such as notes, research, completing past questions etc. Study must be completed in silence.

Leavers' Ball

Each year, the outgoing Senior Prefect Team organises their own Leavers' Ball. This is held in the summer term in Year 13 and all Year 13 students are invited. Costs, dates and locations vary year on year, but this is always a lovely event and marks a fitting end to students' time in Sixth Form.

Mobile Telephones

Sixth Form students are permitted to bring mobile telephones into school on the proviso that these are only used in the Sixth Form Common Room and to listen to music through headphones in the Resource Centre. Students should not have their mobile phones, headphones or MP3 players out anywhere else on site. Mobile phones being used out of bounds will be confiscated and not returned until the end of the day.

Parents' Evenings

Parents' Evenings are held for both Year 12 and Year 13. These are hugely important opportunities for parents and teachers to meet to discuss student progress. The date for the 2019 Year 12 Parents' Evening is Wednesday 31st January. We expect Sixth Form students to attend with their parents.

Prefects

Prefects are an important part of Darrick Wood School. Prefects are managed by the Senior Prefect team consisting of Head Boy, Head Girl, and two Deputy Head Boys and Girls. All Prefects are nominated to their posts through staff and student votes and receive training for the role. Elections for Prefects take place in the Spring Term and each Prefect Team runs in office for 12 months from the Spring Term.

Projected Grades

Tracking progress against target grades is vital if students are to achieve their potential. Projected grades are given by teachers and are defined as 'a reflection on the student's work, attitude, ability and skills and knowledge produced in class and out of class, which leads the teacher to expect this grade to be achieved at the end of Year 13. Projected grades are given by teaching staff three times a year to inform students and parents of attainment. Projected grades are based on the A level grades A* to U and on BTEC grades Distinction*, Distinction, Merit or Pass.

PSHE

Students follow a PSHE programme in taught lessons with the Sixth Form team. PSHE is not certificated, but it forms an important part of the curriculum and wider development of students. PSHE is a compulsory part of the curriculum and students must attend these lessons.

Punctuality

All students are expected to be in school by 8.35 am and 2.00 pm. Students are also expected to arrive to lessons on time. Students who arrive late will be given a same day lunchtime detention. Persistent latecomers will face more severe sanctions.

Registration

All students in the Sixth Form are expected to attend registration with their Tutor and this informs the overall attendance figure. Registration provides an important opportunity to meet with the Tutor who can give out information and discuss different topics with students. Tutor time and registration are crucial parts of the Sixth Form. It is important for safety reasons that students are marked present in school and that the legal documentation of the attendance register is completed. Registration takes place each morning at 8.35am and each afternoon at 2.00pm

References

Whether students progress on to university or employment, in most cases they will be asked to give the School as a referee. We always seek to give students accurate and supportive references, but we cannot provide a reference which is not based on fact. We are very keen to write references that praise students' commitment to study, to the School, their excellent attitude to work and exceptional attendance and punctuality, but we can only refer to these things if they are true. If students are applying for part-time jobs, the School will not provide a reference especially if the job would be to the detriment of their academic studies. UCAS references are written by the Sixth Form team and are based on feedback from academic staff and provide subject specific information in support of the application. If a student requires a reference, it is customary to speak to the member of staff that they intend to put down as their referee.

Resource Centre

The Sixth Form Resource Centre has computers, periodicals and books to support students with their studies. This is a silent study area. Students are permitted to listen to music through headphones at a sensible volume in the Resource Centre. Students will be registered in here for allocated study periods. It is not a social area but a silent working environment.

Results Day

Results are published and issued to students centrally. Any queries should be brought to the attention of the Sixth Form team as quickly as possible so that they can be dealt with. It is important that students are present on Results Day to seek advice and support where necessary. However, if the student is not able to be present at Results Day and would like someone else to collect the results it is important that a signed letter is provided to that effect nominating who will collect the results. We cannot issue results by telephone or email, or without authorisation, even to parents.

Rhymaun Building

The Rhymaun Building houses our Sixth Form Centre. There is a Common Room, Resource Centre, offices for the Sixth Form team, a conference room and two classrooms for Sixth Form lessons. We aim to maintain high standards in the building so we ask students to treat it with respect.

Sixth Form Bursary

Students who face financial difficulties or need emergency financial support should obtain an application form from the Sixth Form Administrator, who will give guidance on the application process for access to this funding system.

Sixth Form Detention

This is a weekly detention held on Fridays after school and lasts for 45 minutes.

Specifications

All of the courses taught in the Sixth Form have specifications which give students and teachers a breakdown of the requirements of the course and examination. It is a good idea to download the examination specifications from the Examination Board websites and to have these to refer to. This will be supported by the student subject handbooks issued at the start of the course.

Study Leave

Each year we publish the dates when students are not required in school, however, it is very important that lessons are disrupted as little as possible to ensure that students have the opportunity to cover the course in the time allocated.

Study leave in the Sixth Form is granted during the main body of external A level examinations in June and during the mock examination periods. The Resource Centre is available to use at this time for students to revise with our usual Dress Code requirements in place. Continuity of teaching is required to cover the specifications so any study Leave will be kept to a minimum.

Smoking

It is illegal to smoke or vape on the School site. Students are discouraged from smoking or vaping but if they feel that they must then they should not smoke outside the School gates, or at the entrance to, or pavements around, Tugmutton Common. We are all aware of the dangers of smoking and it is very important that those Sixth Form students who choose to pursue this habit do so away from areas where they may cause a nuisance, or be seen by Lower School pupils. Students found smoking on site or in any of the places mentioned above will receive severe sanctions.

Tutors

All Sixth Form students are assigned to a tutor group and the Tutor is the first port of call for all day-to-day issues. If any issues, questions or problems arise in school these can in the first instance be discussed with the Form Tutor. Other issues, or wider concerns should be discussed with the Achievement Coordinator.

UCAS

UCAS is the body responsible for University applications. Their website (www.ucas.com) gives important information about courses, how to apply and contains the 'UCAS APPLY' software which allows students to make their application. In the summer term of Year 12, students are encouraged to use this website and start work on their applications. There is a separate information evening on Wednesday 24th April 2019 about the UCAS process in Darrick Wood. On Tuesday 26th March 2019 students have the opportunity to attend the

UCAS conference in London and speak to a wide range of universities. In the Summer Term, students may wish to attend Open Days, but these visits should be kept to a minimum so as not to disrupt the start to Year 13 study. Students are permitted to attend two Open Days during school time which will be allowed as an authorised absence.

Weapons

Any student bringing in a weapon or imitation weapon into school can expect to be dealt with in the severest of terms. This might result in a permanent exclusion from the School. The safety of all our learners is paramount and even imitation weapons can pose a real danger if misidentified.

Work Experience

Work experience is an important part of the post sixteen curriculum and we recognise that for some courses and professions relevant work experience is essential. Work Experience for all Level 3 students will take place for two weeks in the Summer Term of Year 12. For Level 2 students it will take place in the Winter Term. Approval for any placement must come from the Work Related Learning Coordinator.