



Sixth Form Handbook 2021-2022

Page	Content
3	<ul style="list-style-type: none"> ● Introduction
4	<ul style="list-style-type: none"> ● Sixth Form Contract
5	<ul style="list-style-type: none"> ● Sixth Form Leadership Team
6	<ul style="list-style-type: none"> ● Weekly Tutor programme
7	<ul style="list-style-type: none"> ● The School Day
8	<ul style="list-style-type: none"> ● Sixth Form Dress Code
9	<ul style="list-style-type: none"> ● Attendance and punctuality
10	<ul style="list-style-type: none"> ● Foreseen absence ● Lates procedure
11	<ul style="list-style-type: none"> ● Absence through illness
12	<ul style="list-style-type: none"> ● Independent study ● Lunch and break arrangements
13	<ul style="list-style-type: none"> ● Transport ● Smoking, vaping & illegal substances ● Use of IT
14	<ul style="list-style-type: none"> ● Communication ● Mobile phones ● Lockers
15	<ul style="list-style-type: none"> ● Opportunities for paid employment in school ● Bursary funding
16	<ul style="list-style-type: none"> ● Reporting progress
17	<ul style="list-style-type: none"> ● Sixth Form Support Procedure
19	<ul style="list-style-type: none"> ● Advice and Support

Introduction

We have compiled this Handbook to answer your questions about day-to-day sixth form life. Please refer to this for information throughout your time in the sixth form at Lytchett.

Please take the time to read this Handbook in order to be clear about our expectations and to get the most out your time in the sixth form.

You will be held to the highest standards and must now see yourself as role model for our younger students in main school, as such your conduct must be impeccable at all times.

A copy of this Handbook will be available on the school website and any changes made during the course of the school year can be viewed online.

If ever you have any queries about anything regarding the Sixth Form you can always drop in to see Hannah or Kate in the Sixth Form Office or email them on: sixthform@lytchett.org.uk

Sixth Form Contract

By enrolling into the Sixth Form at Lytchett you are agreeing to adhere to the following expectations:

- To maintain an attendance rate of 95%+ (unless a known medical condition has been certificated by a medical professional)
- To attend all registration sessions from 8.50am and remain in school until 3.25pm (unless a personalized timetable has been formally agreed with the Sixth Form Leadership team)
- To attend all lessons and studies (including PSHE and enrichment)
- To 'swipe in' using your ID card to register for all Study sessions
- To adhere to the Sixth Form Dress Code at all times
- To demonstrate a positive work ethic by achieving 1's and 2's for Attitude and Independent Study at each progress entry point
- Engage in a range of enrichment activities on offer (including Work Experience in Year 12)
- Engage in positive and respectful relationships with fellow students and staff

I am aware that:

- I must pass Year 12 in order to progress onto Year 13
- I must prove to my teachers that I am 'exam ready' following the Year 13 mock exams in order to be entered for the final exams.
- My attendance must be 85%+ (unless a known medical condition has been certificated by a medical professional) or I will need to pay for my own exam entries

Sixth Form Leadership team



Mr Hannaford
Head of Sixth Form
Raising Standards
hannaforda@lytchett.org.uk



Mrs Skinner
Deputy Head of Sixth Form
Attendance, Pastoral, Well-being
skinnerk@lytchett.org.uk



Mrs Rendell
Assistant Head of Sixth Form Destinations
rendelld@lytchett.org.uk



Mrs Booker
Assistant Head of Sixth Form Enrichment
waymanl@lytchett.org.uk



Hannah Gartland
Student Support Manager
(Monday to Thursday)



Kate Breakell
Student Support Manager
(Friday)

Contact- sixthform@lytchett.org.uk or 01202 622413 Ext: 154- as a first point of contact

The Sixth Form team is based in the Sixth Form Centre and Hannah/Kate are available throughout the day to answer any student or parent/carer queries. The Sixth Form leadership team have an 'open-door' (when not teaching) for any students who wish to meet with us but we would be grateful if meetings can be pre-arranged by email or through the Sixth Form Support Managers.

Weekly Tutor programme

8.50-9.10am

	Year 12	Year 13
Monday	Briefing in SFC	Enrichment logging on Unifrog in Silent Study (rota) or Current Affairs discussion led by tutor using BBC website
Tuesday	Enrichment logging on Unifrog in Silent Study (rota) Or Current Affairs discussion led by tutor using BBC website	Briefing in SFC
Wednesday	Paired Reading/Student team meeting (with BOO) or Tutor guidance meeting with a targeted students (using Predicted Data from latest Progress Report)	
Thursday	Inter-tutor quiz	
Friday	Independent Study Planning (Students, guided by tutors, to plan out their Independent Study for the following week) alongside tutor guidance or SLAT (Student Led Academic Tutoring programme) in Sixth Form Centre	
	Assemblies will be held on rotation	

The School day

From 8.00am	Silent Study Area open for silent study and Sixth Form Centre also open
8.45am	Warning Bell for Start of Day and Locker Time
8.50am	Registration begins
8.50am - 9.10am	Tutor Time
9.10am - 10.10am	Period 1
10.10am - 11.10am	Period 2
11.10am - 11.40am	Break
11.40am -12.40pm	Period 3
12.40pm - 1.20pm	Lunch
1.20pm - 2.35pm	Period 4
2.35pm - 3.25pm	Period 5
3.25pm	End of School
3.35pm - 3.45pm	Buses Leave
3.25pm - 5.30pm	Silent Study and Sixth Form Centre open for non-supervised study until 5.30pm

SIXTH FORM DRESS CODE

Sixth form students are required to dress smartly to reflect the professional working ethos of the sixth form. Our students are expected to set a high standard of presentation to those in the main school and dress in a manner which prepares them for the world of work after Lytchett.

Students can wear:

- *Suits*
- *Smart trousers with a collared shirt or blouse, accompanied by an optional plain jumper and/or blazer (tie optional)*
- *Smart skirt, dress or tailored shorts of a length appropriate for a smart working environment (No shorter than mid-thigh length)*
- *Shoes should be smart and weather-proof, leather or leather-like (i.e. polishable) and cover the whole foot.*

Students cannot wear:

- *Blue or ripped jeans*
- *Leather or faux-leather trousers*
- *Leggings*
- *Vest tops*
- *Clothing with prominent logos*
- *Hoodies or blue denim jackets*
- *Non-polishable, fabric trainers or beach shoes (sandals, flip-flops, sliders etc)*
- *White trainers or high-heeled shoes*
- *Hats*

Revealing clothing is NOT considered sufficiently smart to be appropriate (shoulders and midriffs must remain covered)

Jewellery must be kept to a discreet minimum, i.e. small stud earrings are acceptable but facial piercings (including tongue piercings) and flesh holes are NOT permitted.

Hair must be of a natural colour.

BTEC Sport

Students who study BTEC Sport, are permitted to wear the following on only the days when they have timetabled BTEC Sport lessons:

- *Lytchett branded PE tracksuit top or polo shirt*
- *Plain black or blue leggings, tracksuit trousers or shorts*
- *Trainers*

Drama and Performing Arts

Students who study drama and/or performing arts, are permitted to wear the following on only the days when they have timetabled Drama or Performing Arts lessons:

- *Lytchett branded sweatshirt and t-shirt*
- *Plain black or blue leggings, tracksuit trousers or shorts*
- *Trainers*

If a student fails to adhere to the expected *Dress Code* then they may be sent home to change into clothes which adhere to the Dress Code. A Stage 3 Contract will be set up for any student for repeated non-compliance of the Dress Code.

Attendance and Punctuality

We expect you to attend each morning registration punctually (register will be taken at 8.50am)

If you arrive later than 9.10am you must report straight to the Sixth Form Centre and sign in before going to registration or your first lesson.

Any absence should be reported in the morning by a parent or carer directly to Sixth Form Support Manager via telephone call or email.

High levels of attendance are expected (97%+) and we consistently monitor your levels of punctuality. If you have any genuine unavoidable reason for lateness then you need to discuss this at the earliest opportunity with Mrs Skinner or a member of the sixth form team.

Standard attendance and punctuality emails will be sent out to parents/carers if attendance drops below 90%, or if your attendance and/or punctuality become a concern. Continued attendance (below 90%) or punctuality (without medical evidence supporting a genuine reason for illness) will result in the implementation of a *Stage 3 attendance Contract*.

All students must remain on the school site for the duration of the school day

Year 12 students are expected to remain in school for the full school day (including break and lunchtime) and attend all timetabled lessons, enrichment and study sessions. Any students who do not attend timetabled sessions risk being placed on a Stage 3 contract meeting with Mr Hannaford or Mrs Skinner.

All Year 13 students will normally have the privilege of signing out of school **at the end of Period 4** if they have no timetabled Lesson for period 5. You **must** sign out in Sixth Form Centre before leaving the school site.

Year 13 students must not leave the school site before the end of period 4 unless prior permission has been obtained from Mr Hannaford or Mrs Skinner. This privilege can be withdrawn at any time if procedures are not followed.

PLEASE BE AWARE THAT IF YOU ARE UNDERPERFORMING ACADEMICALLY AND HAVE ATTENDANCE LOWER THAN 85% YOU ARE LIKELY TO BE EXPECTED TO PAY FOR YOUR OWN EXAM EXTRIES IN ORDER TO EVIDENCE YOUR COMMITMENT TO YOUR COURSES. (Unless evidence is provided by a medical professional to confirm absence on grounds of ill health)

Foreseen absence

Appointment cards or evidence of an appointment are required for all medical appointments.

If you need to come in late or leave the premises for any reason (for example, medical/dental appointments, driving test etc) you must communicate this with the sixth form office.

You **MUST ALWAYS** sign out in the Sixth Form Centre before leaving the school site, regardless of the nature of the absence.

Lates procedure

Students arriving late must sign in to the Sixth Form Centre on arrival at school.

If you sign in late without prior notice we will require an email or call from a parent/carer to explain your lateness to the Sixth Form Support Manager.

A *Stage 3 Contract* will be set up for any students whose attendance or punctuality becomes a cause for concern.

Driving tests

You may obtain permission to leave school for a driving test only (theory / practical), Students are not permitted to leave school for driving lessons

Absence through illness

If you are unable to attend school due to illness then a telephone call, email or letter from a parent/carer will be sufficient for us to authorise an absence. If we do not receive a call/email from parent/carer then an 'in-touch' message will be sent requesting confirmation of the nature of the absence. **Absence for illness will not be authorized unless confirmed by a parent/carer.**

A parental phone call or email is required **each day**, unless a doctor's note is provided recommending an extended period of absence. A medical certificate or doctor's letter is also required for any absence on grounds of ill health exceeding more than one week.

If you become ill during the school day you must speak directly with the Head/Deputy Head of Sixth Form for permission to leave school prior signing out. If possible, students should inform their subject teachers where lessons may be missed. **Students are not permitted to leave site without first requesting permission a member from Mr Hannaford or Mrs Skinner.**

On your return to school following an absence, you are expected to liaise with your subject teacher to catch up on any missed work.

Please be aware that when we are asked for references from Universities and prospective employers, our first point of reference will be students SIMS records, and the information logged there, to provide us with a clear and accurate picture of your contribution, cooperation and level of engagement in the Sixth Form.

Independent Study

You are expected to spend your study time ('studies') undertaking a range of learning tasks which enhance your understanding of your chosen subjects. Your teachers will make you aware of their expectations of Independent Study in each subject as these can vary depending on the nature of each subject.

During these sessions students can use the following areas:

- **Sixth Form Centre (Supervised)** - A working level of noise is permitted in this area. To register for these sessions you must 'swipe' your card at the beginning of the session (it is not necessary to swipe out).
- **Silent Study Area (Supervised)** – All work undertaken in this area must be done so in silence! To register for these sessions you must 'swipe' your card at the beginning of the session (it is not necessary to swipe out).
- **The Sixth Form Café (which includes the Pavilion and the decking area outside of the Café during the summer term only if weather permits)** Those who wish to use this unsupervised study area need to request an *Unsupervised Study Pass* from our Student Support Manager which will only be granted if you have achieved 1's and/or 2's for Attitude and Independent Study in your latest Progress Report.
- **A classroom relevant to study of a practical nature** e.g. BTEC Media, BTEC performing Arts, Art, Photography etc.) The subject leader of that area will need to grant permission for you to work in these areas and you will need to either swipe in or email the Student Support Manager sixthform@lytchett.org.uk to register for each of these sessions.

You are not permitted to spend any of your timetabled studies anywhere other than these areas.

NB. ID cards

If you lose your ID card, a new one can be purchased from the IT Department for £1. You will be expected to have your card in your possession at all times. You are not permitted to swipe or be in possession of another student's ID card.

Lunch and break time arrangements

You may purchase food in the cafe during the break and lunch period. Hot food (including cones of chips and pasta) must be eaten in the cafe, not carried to the Sixth Form Centre or eaten outside of the café. No food should be eaten around the school in general (as per whole school policy).

Hot food is not permitted in the Sixth Form Centre, Sixth Form garden, on the lawn or outside of the Sixth Form Centre. Packed lunches may be eaten in the Sixth Form Café, Sixth Form Centre and the garden area only.

Transport

Driving

If you wish to drive to school (car, motor scooter or motor bike) you will require a parking permit which can be obtained from the office in the Sixth Form Centre.

You will be required to complete and return (to the Sixth Form Office), a Parking Permit request form which must be accompanied by evidence of a valid insurance certificate.

You can email a copy of your insurance certificate to sixthform@lytchett.org.uk

Student drivers are permitted to park in the **Woodland Car Park only** and once in school must not use your cars or the car park as a social space during the school day.

N.B- Please be aware that permission to park on the school site can be withdrawn at any time in the event of any reports of dangerous or unsafe driving, or if the expectations set out above are not met.

Buses

For further information about travelling to school by bus, please contact our Sixth Form Support Manager at sixthform@lytchett.org.uk

Smoking, vaping and Illegal substances

Lytchett is a no smoking/vaping school. This is as true for any adult who comes onto site as it is for students. All smoking by students of any age is strictly prohibited whilst on site or on a school-organised activity. If a student is found with tobacco/e-cigarette in his/her possession, it will be confiscated immediately and may only be returned to the student's parent. Persistent offences will ultimately lead to a Sixth Form student being removed from roll following a Stage 4 meeting with the Mr Hannaford and Mr Mead.

Use of IT

At the beginning of Year 12 you will be provided with a copy of the ***Student Computer and Internet acceptable use policy*** which you will be expected to agree to by signing.

Communication

There is a daily sixth form bulletin which tutors will read to you each day during registration

You are expected to **regularly check your emails** (at least once a day) as this is a key form of communication in the Sixth Form.

A TV screen is also prominent in the Sixth Form Centre and Silent Study to display all daily notices. These are updated regularly so we encourage you to keep an eye on these throughout each day.

Please let us know if there are any changes to your contact details so that we can amend them on SIMS.

Mobile phones

You are permitted to bring your mobile telephones into school providing they are used only in the Sixth Form Centre and the Silent Study Area. You are permitted to listen to music (through headphones only) if you feel this assists you to study more effectively.

It is expected that mobile phones are kept in bags during lessons, only to be used to support learning with the agreement of the classroom teacher. (Any misuse of mobile phones will result in confiscation in the same way they are with students in main school).

During the school day emergency calls can only be made from the Sixth Form Centre through a member of the Sixth Form team.

If your parents or other family members need to contact you urgently during the school day, they must telephone the school and a message will be conveyed to you by a member of staff. Likewise if a student needs to contact home they should seek permission from a member of the Sixth Form team for permission to contact home.

Lockers

Lockers are available from Hannah/Kate in the Sixth Form Office throughout the year.

The sixth form has a limited number of lockers to use for the duration of your time in sixth form. These lockers are allocated on a 'first come first served' basis.

To obtain a locker you will be required to provide a £5 deposit via WISEPAY which will be returned at the end of your time in the sixth form.

If you lose the key and require a new replacement the cost will be £5

Lockers are school property and we reserve the right to inspect or open Lockers at any point throughout the year, without your permission or consent.

Opportunities for paid employment in school

There will be some opportunities for paid employment within school should you wish to be considered, including;

- Café work
- Cleaning after-school
- Lunchtime supervisor roles
- Catering support at Lytchett functions

Please be aware that to be considered for one of these positions you will be required to comply fully with the expectations of the Sixth form as set out in this Handbook (These opportunities will be emailed out to you as, and when, vacant positions become available).

You would not be paid for work undertaken on a day when you were marked as absent from school. It would be your responsibility to email your direct manager if unable to complete a role on a certain day/days.

Bursary Funding

Should any student wish to apply for Bursary funding, to support them financially through their studies, an application form can be obtained from the school website or the Sixth Form Centre. All applications will need to be submitted to Mr Hannaford for his consideration.

Reporting Progress

Progress Reports for 2021-2022 are scheduled as follows:

Year 12	October (Progress Report- Attitude & Independent Study only)	Year 13	October (Progress Report)
	December (Progress report)		January (Progress report)
	February (Progress report)		March (Progress report- including mock results)
	May (Progress report- including end of Year 12 exam grades)		Final staff prediction (for internal monitoring purposes only)

Sixth Form Support Procedure

In order to support progress and maintain high standards, the following procedure is in place and implemented when concerns are raised through Progress Reports or staff feedback.

The '*Sixth Form Support procedure*' (below) will be implemented as soon as a student shows evidence of underperformance in any subject at any stage of the year.

Stage	Actions
1	Subject teacher to meet with student to reinforce expectations and make specific concerns clear.
2	Head of Subject to meet with student and agree a ' <i>Subject Action Plan</i> ' with clear targets and deadlines.
If student does not engage sufficiently with <i>Stages 1 & 2</i> and limited or no progress is made towards their targets then the Subject Leader will be expected to refer the student to Head of Sixth Form for <i>Stage 3</i>	
3	Head of Sixth Form to arrange meeting with parent/carer where the student will be placed on a ' <i>contract</i> '
4	Head of Sixth Form to arrange meeting with Head teacher, student and parents to discuss student future in the Sixth Form. Possible outcomes: -Trial period -Student supported to find alternative pathway

If you show a sufficient level of improvement at any stage of this procedure, then you may only require further monitoring rather than being referred for the next stage.

You can be placed directly onto a **Stage 3-Contract** if your attendance or punctuality does not meet expectations set out in this Handbook.

Advice and Support

The sixth form team are here to help and support you with all aspects of school life, but for more specialist support please contact any of the following services.



Health

- Chat Health – contraception, smoke stop, alcohol, bereavement, mental health etc.
 - Text: 07480635511
- Relationships, drugs, money, mental health – www.themix.org.uk
- Mental health – <https://youngminds.org.uk>
- Mental health incl. suicide – www.samaritans.org
- Mental health app – <https://www.headspace.com>
- Mental health (males) – www.thecalmzone.net
- Self-harm – www.nshn.co.uk
- Eating disorders – <https://beateatingdisorders.org.uk>
- PLUS the school nurse runs drop-in sessions offering advice and support for all physical and mental health issues– see posters around school or speak to Pastoral team to book an appointment.

Careers

- Ansbury careers appointments available each week – see Nadia to book.
- National careers service – <https://nationalcareersservice.direct.gov.uk>
- Apprenticeships – <https://www.getingofar.gov.uk>
- University applications – www.ucas.com