

***Sandhurst School
Sixth Form***



***Parents and Students
Information Booklet
2010/2011***

*Welcome to Sandhurst School Sixth Form.
We hope you find the information in this
booklet useful.*

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Tutors in the Sixth Form take on the role of academic mentor to students. They are chosen because they have experience in teaching Post 16 courses and because they have keen interest in this age group. They will monitor their students' progress, check their attendance, meet with them regularly 1 : 1, write references and give pastoral and careers advice. They also deliver the PSHCCE programme.

Mr A K Dorée



*Post 16
Learning Manager*

Mr S Probert



*Assistant Post 16
Learning Manager*

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We encourage parents to contact us at any time if they have any concern about their son/daughter's progress.



Dr C Covell



Mrs L Coyle



Mrs A Paine



Mrs L Jackson



Mr M Woods

2 : The Timetable

YEAR 12 LEVEL 2 STUDENTS (studying B Tech + National Vocational Qualifications)

9 hours per week of the main B Tech subject

Up to 4 hours per week of Key Skills

1 hour PSHCCE

YEAR 12 LEVEL 3 STUDENTS (studying AS Levels) (minimum of 3 AS Levels)

4 hours per AS subject per week

1 hour General Studies (AS Level) or English GCSE retake

1 hour PSHCCE

MATHS GCSE RETAKE 4 hours per week

ENGLISH GCSE RETAKE 4 hours per week

YEAR 13 LEVEL 3 STUDENTS (studying A2 Levels) (minimum of 2 A2 Levels)

4 hours per A2 subject per week

1 hour PSHCCE

General Studies A2 is taught during PSHCCE time

All students are required to register once a day, either during a.m. or p.m. registration.

In Year 12, all students must register twice a day for the first half-term. The home study option for periods 1 - 4 is offered to all students who manage their time well and are up-to-date with assignments. This privilege can be withdrawn at any time if students fall behind with their work.

THE SCHOOL DAY

Registration	8.30 a.m. - 8.50 a.m.
Period 1	8.50 a.m. - 9.50 a.m.
Period 2	9.50 a.m. - 10.50 a.m.
Break	10.50 a.m. - 11.10 a.m.
Period 3	11.10 a.m. - 12.10 p.m.
Period 4	12.10 p.m. - 1.10 p.m.
Registration	1.10 p.m. - 1.15 p.m.
Lunch	1.15 p.m. - 1.55 p.m.
Period 5	1.55 p.m. - 2.55 p.m.
Period 6	3.05 p.m. - 4.05 p.m.

Please note that Period 6 lessons are not optional!

3 : Attendance + Holidays

- All students must make every effort to attend all lessons, including PSHCCE.
- Doctor's, dentist appointments and driving lessons should be made during free periods.
- Students whose attendance regularly falls below 90% may be asked to leave the Sixth Form.
- Parents will be informed by letter if their son/daughter's attendance falls below 90%.
- Students who arrive more than ten minutes late may be asked to leave the lesson, and will be marked as absent.
- Students are registered electronically every lesson and an attendance summary is produced for tutors every week. Parents can request a copy of their son/daughter's attendance summary at any time.
- Students must register with their tutor once a day. This is essential for effective communication with students for the passing on of exam information. In the first half- term, Year 12 students must register twice a day.
- Students or their parents should ring the School on the first day of any absence, or a note can be written by parents prior to any planned absence.
- If a student knows they are going to be absent, they should inform the teacher whose lessons they are going to miss beforehand and ensure that they copy up all relevant work they miss, including homework.

HOLIDAYS

Holidays should be avoided in term time, but **especially** during January (exams) and March – mid July due to coursework deadlines and examinations and the start of A2 courses for Year 12 Level 3 students. We will only authorise absence for holidays in exceptional circumstances.

A holiday form should be completed and handed in to the tutor prior to a holiday of two days or more

4 : Educational Maintenance Allowance

- Students who are eligible for EMA payments must attend 100% of lessons in any one week to receive payment, although three sick days per month are allowed
- To receive bonus payments in January and July attendance must be regularly at 100%, students coursework must be up-to-date, and they must have attended all their examinations and reports should show a good level of effort in all subjects
- If students have any queries regarding their EMA payments they should see Mr Dorée or Mrs. Whalley
- EMA application packs are available in School or from the EMA website

Students should bring their EMA Certificate in to school as soon as they receive it, so that we can process it quickly and start paying you!

5 : Study Periods and Revision

- Parents often ask how much independent study their son or daughter should be doing. This is very subjective, but a rough guide is that for every taught hour in the classroom, students should be studying another hour on their own.
- During the revision period, students should do a minimum of one hour per subject per day of revision.

Independent Study is the key to success at Sixth Form.

- Students are given designated 'study' periods on their timetables. Departments may ask them to work in school on specific tasks, otherwise they may go home to study if they wish.
- 'Compulsory Catch Up'. Students who miss a work deadline may be requested to attend a study period during Period 6 which is supervised by tutors.
- Students are advised to do no more than 8 hours part-time employment during term time. They cannot start a shift during the school day as they may be needed for special study lessons and visits including Period 6.

6 : Careers and Applications to University

- Careers guidance is included as part of the PSHCCE programme and tailored for Level 2 and Level 3 students' requirements
- We have our own Post-16 Connexions Careers Advisor, Claire Thomas, who is available in school for individual appointments
- At the start of the year, students may request work experience, which Miss White will endeavour to secure for them. Primary school classroom support is particularly popular
- University Admissions procedure begins in June of Year 12. The students go on a Taster Day to a University and over 10 hours of PSHCCE time is given over to helping them to apply for university. Mr Probert manages University Admissions, and parents can contact him if they have any queries or concerns

7 : PSHCCE Programme

Topics include:

Year 12

Money management – avoiding debt
Safe Driving
Essential car maintenance
Sexually Transmitted Infections
Drugs Awareness
Smoking Dangers Revisited
Alcohol/Binge drinking Dangers
Alcoholics Anonymous
Revision Planning, Study Skills
Time Management : Self evaluation
CV writing
Study Skills : How to revise, make brilliant notes, get the best from a text book

Year 13

University Applications
Gap Year
Uni Finance
Homelessness
Stress Management
First Aid
General Studies A2
Politics General Knowledge
Cooking on a Budget competition
Interview practice
Writing a CV and applying for jobs

There is no PSHCCE for Level 3 students during the exam periods

8 : General Studies

Most Level 3 students do AS and A2 General Studies. This provides an extra 'bonus' qualification and UCAS points, which are accepted at many universities and by employers. Year 12 students have 1 taught hour per week in a lecture style format. Year 13 students are prepared 'tutorial' style in PSHCCE lessons.

9 : Enrichment

This is the only optional part of a student's timetable! Students can do as much as they want, and the activities are chosen (and sometimes organised) by the students themselves. Students can join the Enrichment Committee to help organise these events.

These activities look great on your CV or UCAS application!

Previous Enrichment activities:

Dance Show	High Ropes and Abseiling	Variety Explosion
Ice Skating	First Aid	Year 6 visit
Sign Language	Grass boarding	House tournaments
Rifle shooting	Tennis + football tournaments	Gym workouts
Horse riding	Football	Basketball
Visit to TV studio	Inter-House Public Speaking	Drama Productions
Hosting Celebration of Success		



Some Sixth Form Activities: 'Donutting' + Preparing for Uni!

10 : Assessment + Feedback to Parents

TARGET GRADES

- o□□□□□□□□ During Induction, every student is informed of their target grade, which is based on the typical outcome of a student with the same GCSE grades
- o□□□□□□□□ We use these target grades to check if students are underachieving and need extra support, and to congratulate them when they do even better!
- o□□□□□□□□ Students may be asked to redo (with help) work not at their target grade, and progress towards this target is included on the Progress Reports.
- o□□□□□□□□ Teachers inform the tutors every six weeks about every student's progress in relation to target grades. Tutors then meet with any students causing concerns.
- o□□□□□□□□ All students complete a termly 'self evaluation' and tutors will use these to monitor their well-being and progress.

FEEDBACK TO PARENTS AND STUDENTS

17th November, 2010	Subject Evening
17th December, 2010	Reports
28th January, 2011	Whole School Tutor Review Day
5th January, 2011	Student/Teacher Interviews begin
29th March, 2011	Tutor Evening
8th April, 2011	Reports



SIXTH FORM
FUNDRAISING



OFF TO THORPE PARK

SIXTH FORM
RELAXATION



The Senior Students

In June, students and teachers nominate students for the roles of Head Girl and Boy, Deputy Head Girl and Boy and Senior Prefects.

The tutors and members of the Senior Management team then choose the students best deserving of this role.

We look for students who are reliable, hardworking and who have contributed to the life of the school in Year 12. It is a great opportunity for students to take on a role of leadership and responsibility.

This year's Senior Students are:



*Head Boy : Andy Deputy Head Girl : Mandira
Head Girl : Rochelle Deputy Head Boy: Alex*

*Ruth Sanders Jess Campbell Robbie Watts
Courtney Cote Lydia Dudley*