



**St. Edward's**  
RC/CE VA School

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Headteacher: Michael Antram MA(Ed) NPQH

**St Edward's School**  
**Sixth Form**  
**Information Booklet**  
**Sept 2017/18**



**Learning Together**

## SIXTH FORM DAY

8:45 - 9:10 - *Tutor Time*

9:10 - 10:10 - *Lesson 1*

10:10 - 10:30 - *Break*

10:30 - 11:30 - *Lesson 2*

11:30 - 12:30 - *Lesson 3*

12:30 - 13:10 - *Lunch*

13:10 - 14:10 - *Lesson 4*

14:15 - 15:15 - *Lesson 5*

15:15 - 16:15 - *Twilight Lessons*

### SIXTH FORM CONTACTS AND WHO'S WHO

**St Edward's School Telephone Number**..... 01202 740950

**6<sup>th</sup> Form Administration Office- Mrs Bye**.....Extension 270

**Head of Sixth Form**.....Mrs C Murphy-Parry Ext 271

**Senior Assistant in Sixth Form (Yr 13)**.....Mr J Adams Ext 269

**Assistant In Sixth Form (Yr 12)**.....Mr A Elliot Ext 269

#### **Sixth Form Tutors –**

Mr C Kilpatrick.....VI CK

Ms G Sinnott..... VI GS

Mrs S Sinaguglia.....VI SSi

Mrs M Biggs.....VI MB

Mr J Gurr.....VI JG

Mrs S Bland.....VI SB

**Sixth Form Administrator** .....Mrs D Bye

## A LEVEL/ BTEC SUBJECTS

### SUBJECT GUIDANCE

For each of your subjects, please discuss any early issues with your subject teacher first, subject leader and your tutor. Do this as soon as possible, so that appropriate support can be arranged to enable you to make further progress.

### CHANGE OF COURSE

- In the event that you wish to change your course during the first 6 weeks then please follow this procedure:
- Discuss with your subject teacher. Seek approval from subject leader of the new subject you wish to study
- Collect a Change of Course Form from the Sixth Form Office and complete all sections before finally getting the form signed off by Mr Adams who will approve the final decision.

**YOU MUST CONTINUE TO GO TO ALL LESSONS UNTIL THE FULLY COMPLETED FORM HAS BEEN HANDED IN AT THE SIXTH FORM OFFICE**

### ATTENDANCE

All Sixth Form students are expected to be at morning registration so that they participate fully in sixth form programmes.

Students are expected to be in school for the full day using their non-contact time constructively. Some non-contact hours are designated study periods which should be spent in X2, the supervised study area. These hours form an integral part of the required learning hours for sixth form students.

We ask you to attend all lessons, tutorials and assemblies, liturgies and other appointments as your teachers and tutors require. It is very disruptive for staff and fellow students if you frequently miss lessons or have not prepared adequately for them. Likewise you are a member of St Edward's community and should take part in all occasions associated with this.

Students are expected to have an attendance record of 95% including registration. There is a significant correlation between poor attendance and poor attainment. If a student approaches the 95% mark, a letter from our Attendance Officer will be sent to raise your awareness of this. Students who fall below this figure will be invited to attend a meeting with the sixth form leadership team, along with parents. No Improvement in attendance will result in a meeting with the Head of Sixth Form to arrange alternative sixth form provision.

### ABSENCES

When an absence is unavoidable please ensure that you approach the relevant teacher for missed work. **A telephone call or email from a parent/carer on each day of absence is essential. Please bring an authorisation letter to the 6<sup>th</sup> Form office on the day of your return.**

If absences are frequent or reasons unsatisfactory then your tutor/teacher will discuss this with you and your Parents/Carers. It is very easy to fall behind given the pace of sixth form work and it is vital that we solve problems quickly so that you can get back on course. Remember we are here to help you and recognise when there are motivational and other problems but we need your co-operation. If necessary, we can put an action plan in place to help you focus and make progress with your studies.

## **AUTHORISED ABSENCES**

If you know in advance that you will be absent, you should collect an absence slip from the 6<sup>th</sup> Form Office, to be signed by parents/Carers and subject staff and then it should be returned to the 6<sup>th</sup> Form Office. The following absences would be regarded as authorised:-

Medical appointments, University/College Open Days, Carer Responsibilities (those should be the exception not the rule), Religious Holidays, Student Support appointment e.g. Counselling, Connexions/Learning Support, Extra-Curricular activity e.g. Drama, Music, Volunteering, Sport – normally for regional or national level and only as the exception, Funeral, Driving Test (not lessons).

In addition, if you know that you are going to be away then ask someone to duplicate notes or collect hand-outs so that you can work on these independently.

As far as possible please arrange appointments out of lesson time. Driving lessons should not happen during the school day but obviously Driving Tests are accommodated.

## **PUNCTUALITY**

It is important to take punctuality seriously and attend registration and lessons on time. A comment about it is often required in references and lateness causes immense stress and increased workload for your tutors and teachers. Please help in this area by making a big effort.

## **SIGNING IN AND OUT**

If you arrive after 08.45 or have to leave before 15.15 then you are required to sign out at the main school reception. It is essential that you do this to meet safety and fire regulations.

## **AFTERNOON REGISTRATION**

Afternoon registration occurs at the beginning of period 4 lessons. Students who do not have a lesson during period 4 **MUST SIGN** in at the main reception before 13.30pm to ensure their attendance is recorded for that afternoon.

## **BURSARY FUND**

The Bursary Fund is aimed at helping 16 to 19 year olds to continue in full-time education.

The Bursary Fund is made up of two parts:

- a) A Full Bursary for the most vulnerable students.
- b) A Discretionary Bursary for students who face financial barriers to participation, such as transportation costs, meals, books and equipment.

Further information on the 16-19 Bursary Fund and application forms are available on the Sixth Form website.

## **COMMUNICATION AND THE SCHOOL WEBSITE**

Information and general letters for parents/carers are usually issued on a Thursday. The preferred method for communicating this type of information is via email and the school website. An email is sent to parents/carers registered with Wise Pay on a Thursday advising them of relevant new information and letters along with a link to the school website where they may be viewed in detail. If you are not already receiving this service and would like to, please contact the Sixth Form Office so that we can arrange for you to register with Wise Pay.

The school website also contains a wealth of information about all aspects of St Edward's and school life; it provides a useful tool for keeping up to date with the latest news and developments at school. The Sixth Form has its own 'tab' where specific information can be viewed.

## **EMPLOYMENT**

It is possible to combine A level study with some paid employment outside the school day if approached realistically and it has actually been shown to be beneficial. Ten hours per week is the recommended amount, and preferably at the weekend. Where weekend work is not possible then you will have to make the necessary adjustments to your study routine and may find that you are having to study at weekends. It is all about balance, in which relaxation and a complete break from all work is vitally important.

## **INDIVIDUAL LEARNING PLANS**

All students have an individual learning plan which meets the required number of learning hours and additional qualification hours. This is agreed between the sixth form team and students and reflects abilities, aspirations and possible career pathways.

## **MOBILE PHONE USE**

Sixth Form students may use their mobile phones around the Sixth Form Centre ONLY (Study Area being the exception). We ask that you do so discreetly in a way that respects the rights of others to have an environment in which they can learn.

Most importantly, we ask that you do not use these technologies around the school or immediately outside the Sixth Form Centre as younger year groups are not permitted to use them in school.

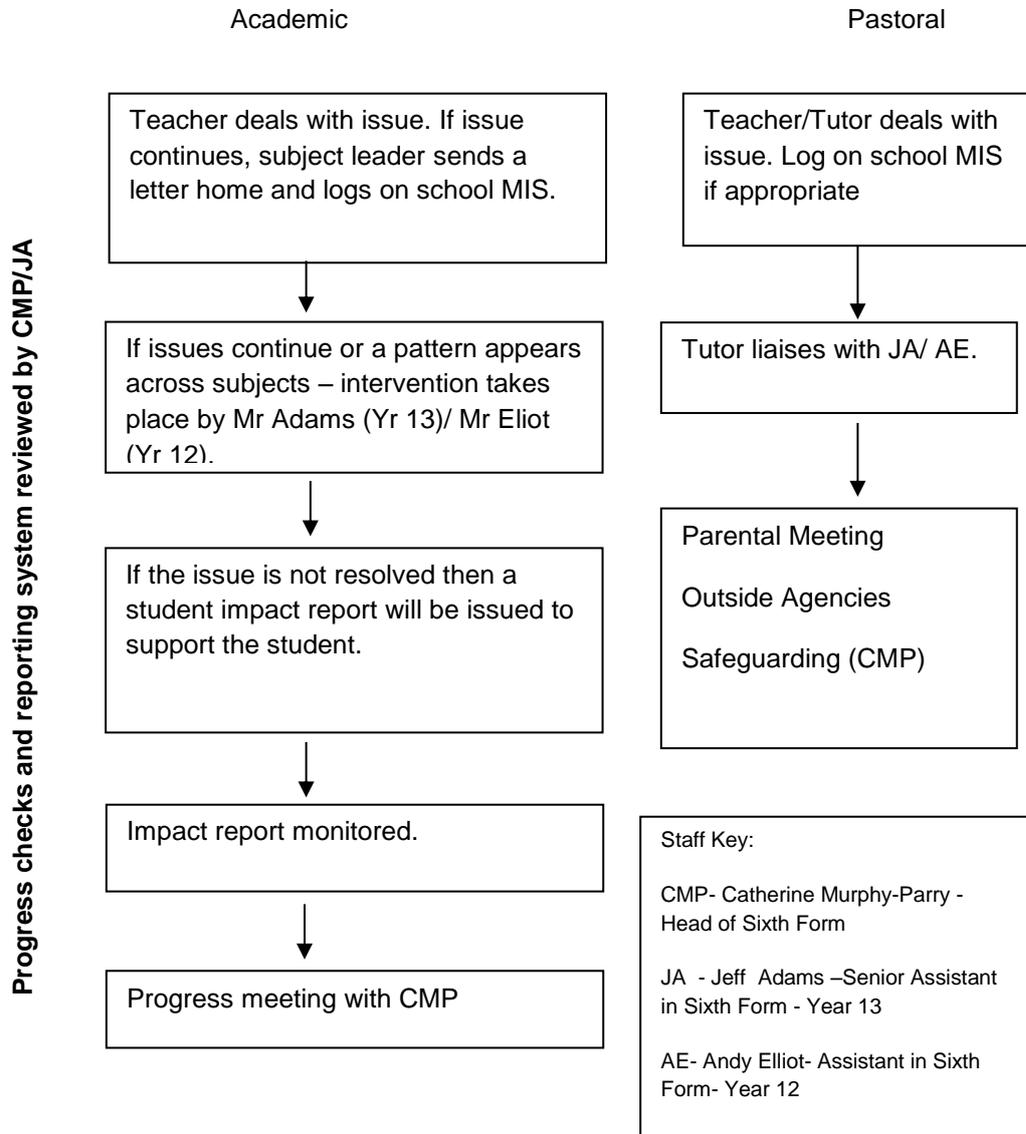
## **MONITORING PROGRESS**

It has been shown that monitoring and feedback are two very important factors in encouraging success at this level of study and allow you and us to identify particularly weak areas and work on them. Effective study and exam technique can also make a significant difference to what you finally achieve.

Therefore your subject teachers, subject leaders and tutors along with the Sixth Form Team will be monitoring your work on a regular basis and co-ordinate the information. On occasions when staff have cause for concern, we will discuss this with you and try to work towards finding solutions. Where students are struggling with a particular issue, we ask them to complete an 'impact form' which will give targeted advice and solutions for improvement. This is a partnership, and remember, that everyone needs all kinds of support in order to succeed. Subject staff will negotiate target grades with you and monitor your progress towards meeting them throughout the year.

The Sixth Form Support System is available for any student who needs it.

### Sixth Form Support System



## **PERSONAL DEVELOPMENT**

You are also encouraged to get involved with the community, both in and outside of school. As senior members of the school you can develop many skills and show initiative in many areas. The activities you get involved with will form part of your references when applying to university or employment.

- All Students will take part in a comprehensive personal development programme
- It can take place in or out of school.
- Year leaders, subject leaders and PE teachers in St Edward's school are keen to have sixth form students attached to and helping their year groups/departments.

Suggestions:

- Working with the Year Team
- School photography
- School publicity/ Student newsletter
- Sports coaching
- Student mentoring
- Helping with year activities
- Supporting younger students in your subject areas
- Social events
- Fund raising
- Information days
- Promoting the sixth form to lower years
- Sports teams
- Sixth Form Notice Boards/ Careers Section
- Recycling
- Other out of school activities chosen by student
- Extra curricular activities
- Literacy / paired reading
- Anti-bullying
- Ethics Committee

As a way of developing independence and a range of academic skills, valued by universities and employers, it is anticipated that most Year 12s will complete an Extended Project Qualification for external assessment in Year 12.

## **POST AND NOTICES**

Each Tutor Group has a post tray located outside the Sixth Form Office. A representative from each group should collect the post at each morning registration and any post that is not delivered will be returned to the tray where students may collect it.

All students must regularly check the TV screen in the entrance of the Sixth Form Centre. It is their responsibility to check for daily notices concerning lessons, classroom changes.

## **PRIVATE STUDY GUIDELINES**

Each of your subjects will have a set number of lessons but will need, in addition, at least 6-8 hours of private study per subject per week. You can see how hard you are going to have to work, so please remember that non lesson time exists for you to plan that study. It is not all free time as you are considered to be a full time post-sixteen student. Some students struggle with this idea to start with and need help to establish a workable routine.

As mentioned before it is very easy to fall behind and if anyone has concern about your commitment or progress, then you may be asked to work in the back of your teacher's classroom until you are back on course. Don't hesitate to ask for help and support if you need it. Problems which are dealt with early often go away.

Students will have allocated X2 study periods on their timetables which are compulsory supervised study sessions and form part of their required learning hours as sixth form students.

## **SIXTH FORM TUTORIAL PROGRAMME**

Please attend all sessions unless specific exemption is given. Year 12 Students have PE every second Wednesday where they will be taking part in a range of activities.

## **STUDENT PLANNER**

You will be given a student planner which should help you get organised.

It has several functions:

- It holds your timetable
- It is your homework and study organiser
- It is your record of study hours and community service/enrichment activities
- It is to record tutorial days, exam dates, liturgies, appointments and interviews

## SIXTH FORM DRESS CODE 2017-18

There is no formal uniform for sixth form but we expect students to adopt a mature approach which reflects the high standards expected of them in a working environment.

Please accept the following guidance in relation to the sixth form dress code.

Boys – a collared shirt with smart trousers; ties are optional although many boys choose to wear one and they look great. V or crew neck jumper. Polo shirts and long, smart, tailored shorts are acceptable in the summer term.

Casual trousers, shorts, cargo trousers, denim blue jeans, logos, hoodies, or heavily patterned items are not appropriate.

No flip flops or trainers

Girls – Blouses, smart tops with smart trousers, skirts or dresses, cardigans or smart jumpers.

Blue denim, casual style trousers, bomber jackets, miniskirts, leggings or crop/strappy tops or tops with heavy decoration/sequins are not acceptable.

No flip flops or trainers

### Jewellery

Items of jewellery must be appropriate to a working environment. Small nose studs for sixth formers are acceptable but no other facial piercing should be worn.

### General Information

Any student who is inappropriately dressed will be asked to go home and change.

Please note that if you have special dress or kit for practical subjects such as PE or sport then you are expected to change into normal dress for other lessons or activities around the school.

If there is uncertainty regarding the appropriateness of a particular item then please check with Mrs Murphy-Parry or Mr Adams before finally purchasing them. Students will soon find a style that is acceptable to them and meets the dress code requirements.

Hopefully this information clarifies the situation with sixth form dress; we ask for your support in this area as we strive to create an appropriate working environment for sixth form students. The overall look is important and we are aiming to look smart whilst allowing individuality.

**Lanyards-** All sixth form students are required to wear a lanyard with a photographic student card. The card can be used in the canteen and to access IT rooms during the day.

*As a general rule of thumb, if you are dressing in a way that you would for casual activities at the weekend, then you need to smarten up.*

## **SIXTH FORM YEAR TEAM**

The Sixth Form Year Team is led by a Head Girl and Head Boy.

This important team will be highly instrumental in initiating and managing specific projects within the Sixth Form and with the main school generally and provides an excellent opportunity to develop leadership skills. Positions within the Year Team are applied for in writing and all candidates have an interview.

## **SIXTH FORM PRIVILEGES**

Try to respect these, as younger students and members of staff are aware of the conduct of sixth formers.

- You have a lovely sixth form centre which you should enjoy and look after well. It takes individual effort from everyone to look after the Study Areas. This involves personal standards and responsibility. Please:
  - Put your chair back in its original position.
  - Use the lockers to deposit clothes/bags and food.
  - RECYCLE your paper/plastic from the Study Area.
  - Respect that there is a silent Study Area.
  - The school canteen is available to sixth formers throughout the day. Hot drinks and snacks will be available from the canteen between 9.45am and 2.00pm.
  - Respect the VI Form Common Room.
- A more relaxed but nevertheless fairly smart, dress code.
- Great relationships with staff.
- Use of your mobile phone around the sixth form centre

Sixth Form students may obtain a hot lunch from the school canteen from 12.00. Hot lunches may be pre-ordered the day before, by speaking directly to Mrs Lord, Catering Manager.

If you can, go down to lunch at 12.00 as the queues of lower school pupils build up very quickly. Sixth Form students can go through with staff for lunch rather than queue, but please use the correct entrance rather than walking past the till area.

## STUDENT PARKING PERMITS

Students who wish to park on the school site must apply for a parking permit. Forms are available from the Sixth Form Office.

### Criteria

1. Sixth Form Students must live 2 miles from the school or regularly carry passengers to be eligible for a pass. Students living nearer should use alternative transport such as buses, car or walking.
2. Permission to bring a car to school is given on a provisional basis only, and will be withdrawn if parking space for students is required for other purposes.
3. Extreme care must be taken on entering and leaving the school premises. The maximum speed limit is 5mph. Reckless or careless driving will lead to the withdrawal of the privilege of bringing a car into school. **For safety reasons, students should not drive their cars out of the car park between 15.15 and 15.30.**
4. Responsibility for students driving to school by car rests with themselves and their parents/carers.
5. Students should not transport other students except with the knowledge and permission of parents/carers.
6. The school can accept no liability for any loss from or damage to the vehicle whilst on site.

## WORK EXPERIENCE

Sixth Form Students are expected to undertake a period of work experience relevant to their chosen career. This is now a requirement of the Sixth Form curriculum and some higher education courses won't consider applications unless students have had a sustained period of working within an organisation similar to where they are applying (schools, hospitals etc). Students will need to apply independently to organisations and process their application via Mrs Bye in the 6<sup>th</sup> form admin office.

## **St. Edward's calendar for standard UCAS applications**

### **Spring term 2018**

- Researching and applying for Pure Potential, Uniq, Sutton Trust opportunities
- Preliminary course searching (UCAS, Unistats, The student room)
- Research into summer schools at universities
- Purchase 'Apply' magazine from Pure Potential
- Complete 'Centigrade'
- Work experience should be organised for vocational degrees

### **Summer term 2018**

- First draft of personal statement
- Register with UCAS online
- Subject staff write UCAS references
- Attend relevant Open Days
- For Oxbridge, Medicine, Veterinary and Dentistry courses, personal statements must be written early. These students and those wishing to submit early should have their on line applications complete by the end of the summer term.
- Tutors may begin to write references for early applicants.

### **September 2018**

- Continue visiting universities
- Complete 'online' application
- Tutors continue to write references

### **October 15<sup>th</sup> 2018**

- This is the UCAS deadline for all Oxford and Cambridge, Medicine, Veterinary or Dental applications.

### **November 2018**

- Tutors and students should aim to have completed applications by the end of November allowing for the demands of December and examination preparation for January modules.

### **September 2018 to December 2018**

- UCAS references are written by school and 'online' applications sent as they are completed. Please note that there will be some students, who for genuine reasons, will not have completed their 'online' applications by this date and all applications will be processed and sent up until January 15<sup>th</sup> 2019. Applications are checked and sent by the Head of Sixth Form, on a 'first come, first served' basis.

### **January 15<sup>th</sup> 2019**

- UCAS final deadline for applications.

### **After application is received**

- Some institutions will give places very early whereas others will wait until the January 15<sup>th</sup> deadline has passed.
- Reply by the date which appears on 'tracker'. You must make a firm and an insurance choice.
- Students are given an individual reply date which might be different from other students.

### **Late February to end of June 2019**

UCAS EXTRA operates: This is when universities make known places that are still available.

- UCAS final deadline for applications is 15<sup>th</sup> January 2019 or 24<sup>th</sup> March 2019 depending on the chosen course. These dates are clearly shown on Course Search and finder at [www.ucas.com](http://www.ucas.com) (for old Art and Design Route B).

**August 2019** \* Results, Clearing and Adjustment.

**Please see the school website for the assessment, reporting and monitoring calendar.**

**We are delighted to have you here at St Edward's and ask you to take all opportunities to develop spiritually, academically, physically and socially.**

**Mrs C Murphy-Parry, Mr J Adams, Mr A Elliot and Mrs D  
Bye**

# NOTES