



Post-16 Handbook



Important Contacts

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THE SIXTH FORM TEAM

Mrs F Cracknell
Head of Post 16
Based in the Post 16 Office and P12

Mrs C Brighton
Deputy Head of Post 16
Based in the Post 16 office

Year 12 Tutor Team
Mrs Marriott
Mrs Sullivan
Mrs Brighton - Fridays

Year 13 Tutor team
Mr Wilson
Mr Goddard

Welcome to Sixth Form

We would like to take this opportunity to welcome you to Post 16 at Aldercar High School and congratulate you on your achievements so far. This is where your journey into a successful and rewarding career really begins and where you start to become an independent student with your own goals, set and achieved by you.

Sixth form is a hard-working and supportive place where we encourage and instil confidence in each other. We aim to create an environment where students show respect for their peers, staff and the school community. We support your academic achievement along with your social, political, economic, emotional and cultural awareness. With this in mind, we offer a wide range of enrichment opportunities to ensure you receive a broad, well rounded sixth form experience.

The sixth form team are here to help YOU; if you require any support, please come and see one of us and we will do all we can to assist. We are really looking forward to working with you and wish you every success on the next steps of your journey.

Routines and Attendance

Registration begins at 8.25 and **all year 12 students must attend registration every day**, regardless of when their actual lessons begin. Your tutor is your first point of call if issues arise and it is important that you are in registration for this reason. Attendance will be monitored on a day-by-day basis. It is the responsibility of the student to ensure that they are marked present or medical appointments have been properly recorded. Parents will be contacted if students are absent in registration without explanation. Year 13 students will be present for 3 out of 5 registration sessions. Two are fixed for PHSE and assembly, the other is by negotiation for a one to one with tutors.

Good attendance to lessons is key to allowing students to achieve their best outcomes. Every day missed is 0.5% of the year's teaching time and can soon add up. When a student's attendance drops below **90%**, parents will be contacted to discuss this, and this may trigger the underperformance procedure.

If an absence is unforeseen, parents/carers must telephone the Post 16 Centre (01773 712477 ext 035) or email cbrighton@aldercarhigh.co.uk so the tutor can be informed. It is crucial that any missed work is caught up at the earliest opportunity. Should there be an extended absence or students are having difficulty catching up work, the tutor, and the Head of Post 16 are available to support them and help students plan a programme for completing missed work.

If an absence is known in advance, please inform both Mrs Brighton, the tutor and subject teachers beforehand as well as completing and submitting the 'Planned Absence' form – from the Post-16 Office. Students should check what work is being covered in any missed lessons, making every effort to keep up with it whilst away (if possible) or immediately on their return. Regular and punctual attendance is essential. There are clear links between good attendance and examination success.

In the event of staff absence – work will always be set. Where we are aware of the absence in advance we will endeavour to inform students before the start of the lesson and advise them of the work via electronic means.

Holidays should not be planned during term time.

In registration, you will be carrying out important PHSE activities focused on developing you as an independent learner as well as your skills for the future. In year 13 you will use this time too to apply for courses for the future as well as complete statutory PHSE and RSE activities

Timetable

Copies of these are available from the Post 16 Office or on the Parent App which parents can access.

Private Study

This is an important part of Sixth Form study. Preparation, research, supplementary reading, written assignments and a range of other out of lesson tasks may occupy more time than taught lessons themselves. Whilst approximately a third of the timetable time for most students is designated for private study, it is necessary to spend additional time studying in the evenings and at weekends.

In year 12 ALL students are expected in school for **ALL** timetabled periods up until Christmas. This includes all study periods. Students are not, during this time, permitted to be off site for study periods and should not leave the school site unless by prior arrangement for work experience or an appointment. This is in order to allow you to develop good study habits and for us to ensure that further support is not needed. Students are expected to sign in by 8.25 and sign out at 2.55 unless by prior agreement. T

After Christmas, students who are achieving good effort grades and have attendance above 95% will be able to agree with their tutors to have up to four study periods a week flexibly from home should they wish but this will only be granted for periods at the end of the day. Year 12 are still expected in registration every day. Students not meeting the minimum requirement for effort and attendance will not be granted the flexible study and can apply again at Easter.

In year 13, ALL students are expected in registration for 3 out of 5 days in order to support you through university and apprenticeship applications and to complete statutory work for careers, PHSE and pastoral support. Assuming effort grades from year 12 are satisfactory, year 13 students will be permitted to leave school once their lessons for the day are finished. Students with poor effort in year 12, or who's effort, attendance or attitude is considered below what we would expect, may have this privilege reviewed and be asked to be in school more often or full time.

There are study areas for the exclusive use of Sixth Form students.

The Post 16 Study Hub provides specialist resources (including Higher Education prospectuses and careers materials) and working space, as well as access to computers and the internet. There are two working spaces and students are welcome to work alone or in small groups as they see fit.

In the larger room, there is a kettle and fridge and students are welcome to bring in supplies and their own mugs and make tea/coffee to have during study time as long as the area is kept clean and tidy and arrangements are made by students to ensure the fridge is kept hygienic. This is a medium focus room and students may work in groups or individually.

The smaller room is available for students who wish to work in a focused group or who wish to access the post-16 library. It is also a medium focus room

The Refectory this is a Post 16 social space and students are welcome to relax, eat, chat or listen to music in here. Light snacks/meals will also be served from the serving hatch break through to lunchtime.

P15 is the computer room in the phoenix centre and can be used by Post 16 students at any time. This is a silent study area.

Classrooms may be available for groups of Post 16 students to use if the teacher is not teaching – please feel free to ask subject staff if you would like to do this. Art students especially may wish to take advantage of working in a specialise space.

Corridor desks These are silent study areas for students who prefer to work in a busier setting. Please be mindful of students working here.

Paid Employment

Post 16 education is **full time** and students must make best use of 'Study Periods' in school. We understand that may students will have part time jobs however these should be secondary to a Post 16 programme of study. We advise that employment is undertaken for no more than 12 hours per week and it absolutely **MUST NOT be carried out in study periods**. The school will often arrange certain events during the course of the school day which form part of our statutory obligations and are therefore **compulsory** to attend and so any flexible study periods are always at the discretion of the post 16 team.

Sixth Form Expectations

Sixth form students have a number or privileges in school and we are working hard to make AHS Post 16 a great place to study. However to ensure that it works effectively, Post 16 students at all levels have a number of responsibilities to ensure that they not only achieve their best but also that they set a good example to other students in the school. We have the following expectations of our Post 16 students.

Behaviour

High standards of conduct are expected from Sixth Form students at all times. As the most senior students in the school, it is expected that they will act as positive role models, setting an appropriate example for younger students in terms of both conduct and attitude to work. Mobile phones and other devices must be switched off in classrooms and only used under the direction of class teachers. Within the post 16 areas, students are free to use mobile phones however you should be mindful of them not disturbing others. Earphones must be removed totally in lessons however may be used in the study areas. Within all main school areas we ask that mobiles are not used by post 16 students. We reserve the right to confiscate any that are being used inappropriately.

Punctuality

Students are expected in school by 8.25 every day for registration (including year 13 on their registration days). Arriving late (after 8.35) will be recorded as unauthorised

absence and will affect attendance figures. Students who are persistently late to school will trigger the attendance procedure. Students should also arrive on time to all timetabled lessons – again lateness beyond 15 minutes into the session will count against your attendance figures.

Dress Code.

Within Post 16 there is no formal dress code however we ask students to be mindful of the following

- No extreme piercings or hair colour
- Hoods must be down at all times when in the building
- Students must ensure their dress is decent and must not wear clothing which shows the midriff or any underwear
- Shorts and skirts must be at mid-thigh or longer
- Vest tops should only be worn if covered with another top or if underwear cannot be seen.

Lanyards and Signing in

The school has a safeguarding and fire responsibility to ensure that everyone on site is marked as present and that everyone is identifiable as staff, student or visitor. As such it is essential that students wear their lanyards **AT ALL TIMES** to identify themselves as a student. If you forget your lanyard you will be sent home to collect it. If you lose your lanyard, replacements can be collected from Mrs Brighton.

Your lanyard is also used to sign in and out each day. It is **ESSENTIAL** that all students swipe in and out at reception or the post 16 office to ensure attendance is recorded and for fire safety. This is non-negotiable.

If you need to leave site during the day for an appointment or because you are ill, you must get permission from Mrs Brighton.

Progress

Student progress is monitored throughout the year. Target grades (based on prior attainment and cognitive ability) will be set early in the course and subject teachers will report formally on progress once in the autumn term and once in the spring term. Targets will constantly be reviewed in the light of progress to ensure that they provide the appropriate level of challenge.

There will be regular progress discussions between student and tutor throughout the year. Parents will have the opportunity to meet with tutors on parents' evenings (one in year 12 and one in year 13).

All student progress will be monitored by subject and form tutors as well as the Head of Post 16. Where a student falls behind or is at risk of underachieving, a range of intervention strategies will be put in place to try to ensure that the student is successful. Students need to achieve **good attendance** in Year 12 to continue into Year 13

Useful Information

Since September 2013 it has been a legal requirement that all Post 16 students undertake a 'study programme'. This is made up in the following way:

A Study Programme 16-19	A substantial qualification (e.g. BTEC Tech Award (L2) Nationals (L3) or GCE A levels)	English and Maths to Level 2 (if not already)	Preparation for work and/or Work experience	Tutorial, enrichment, non-qualification activity including enrichment
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As part of this, it is compulsory for students to take part in a minimum number of qualification hours, usually equating to 3 qualifications at post 16. As such, we do not usually allow students to drop a subject and not pick a new one up, this results in too few hours.

Course Changes.

Your subject choices will likely have been made over a number of months or years but you still may not be sure that they are right for you. During the first few weeks there may be flexibility to change your courses however please remember:

- Some subjects may not have space for new students
- A new choice would have to be from an appropriate option block
- There are no easy subjects at Post 16 – all level 3 study has it's challenges

We ask that students undertake at least 2 weeks of lessons in a subject before asking to make a change. If you wish to change, you must contact Mrs Cracknell who will arrange to meet with you to discuss the request.

E Mail

The quickest way for us to communicate with all of the post 16 students is via e mail. Important information is shared on e-mail including details of events, trips and enrichment opportunities. It is a requirement of post 16 that you check your school e mail daily – we would suggest having it set up on your mobile phone to ensure that you don't miss important information. **ALL students are expected to check their school e mail twice a day during school time to ensure that messages are not missed.**

Sixth Form Bursary

The sixth form bursary is a government fund available to students for whom access to further education is inhibited by financial constraints. This can be used towards travel costs, resources, books or IT. See the separate bursary guidance or Mrs Brighton for more information.

Health & Safety

Instructions on dress, hair and personal protective equipment must be followed in relation to specific subjects with identified H&S implications. Failure to follow these instructions will mean students are unable to participate in that particular lesson

- Students will be supplied with a lanyard attached to a photograph. This is to be worn around the neck at ALL times. This is used to scan in and out of Post-16 and supports safeguarding. Failure to wear it will result in parents being contacted and the student sent home to collect.
- Use of **Mobile Phones** are permitted at the Post-16 Centre. **NO** mobiles to be used in the corridors or hall in mainschool
- **Smoking including E-cigarettes** will not be permitted anywhere on the School site (inside and outside) or on school trips.
- On hearing the **fire alarm** leave the building immediately, following emergency exit signs and make your way to the Fire Assembly Point (by the basketball court), **do not** stop to collect belongs, or use lifts. Do not re-enter the building until instructed to do so by a member of staff. Students timetabled in main school will use the designated meeting points.
- On discovering a fire, alert a member of staff immediately, if possible and **get out of the building** following the instructions above. If there are no members of staff available, activate the nearest alarm and make your way to the fire assembly point.

Deliberate misuse of the fire alarms and extinguishers, is very serious and will be treated as misconduct. It is also a criminal offence.

First Aid and Medication

If students feel unwell, are involved in, or witness an accident, report to the Post-16 Office who will contact a First Aider. Staff do not keep stocks of, nor are they allowed to dispense drugs or medication. However, they are able to provide advice and emergency first aid before referring you for other help if needed.

Car Parking and Driving on Site

There is very limited parking, therefore priority will be given to students accessing from a significant distance and/or with disabilities. Where parking is allocated, a permit available from Mrs Brighton and must be displayed in the vehicle. This will be revoked if driving on site is irresponsible. Student parking on site is at the top of the main drive only.

Disclaimer

Whilst we accept students may choose to bring items of value into school, the school accepts **NO** responsibility for their security whilst on the school premises.

Enrichment

Work Experience

Work experience is a compulsory part of post-16 programmes of study. Students are expected to contribute to the greater school environment by volunteering across the school for at least 1 hour per week. This can be in any area and should be arranged by students directly with school staff or will be decided at the start of the academic year. Students can work as helpers in lower year's classes, help with technicians across the school, admin support for staff or within the art or PE department. Students should record this on their unifrog account.

At the end of year 12 there is a week work experience block. This is compulsory for all students and must not be carried out at a student's usual place of part time employment. We would suggest looking for this from the start of year 12 as placements can be hard to find. This does not need to be directly related to a student's eventual career aim and students should not worry about the actual type of work, more the skills it can give them.

Extra-Curricular Opportunities

One of the main things that school based post 16 setting can offer is in supporting students to be well developed individuals with a raft of skills to take with them in their future careers. As such we have an enrichment programme in which students can work towards in house awards which recognise their achievements out of the classroom. To facilitate this, there are a range of extra-curricular opportunities for students in Post-16.

These activities help to develop our students in to well-rounded, fully informed and confident individuals who are able to make a positive contribution to their immediate and wider community. In addition, these activities aim to encourage the development of life skills which both universities and employers favour as they enhance your references or CV.

Students are expected to select from a range of enrichment activities. These include:

- Buddy reading
- Classroom Support
- Community Service

- Community Sports Leaders Award
- Extended Project qualification
- National Citizenship Service
- Sports and Fitness sessions
- Post-16 Student Council
- Curricula support in Lower School
- Mentoring Lower School Students
- Volunteering at parents evenings
- Working across school departments

We are continually adding to extra-curricular activities and seek to listen to what our students ask for. If there are activities that you would like to see us offer, please talk to us about it.

Programme of Events

Throughout the school year we organise a wide range of events, not just for our students but for parents too.

- UCAS Workshops
- CV & Job Application Workshops
- Road Safety Day
- UCAS Parents Information Meeting and finance talk
- Blooms workshops
- Higher Education Fair
- Parents Communication evenings/weeks
- Trips including to London
- Masterclasses at various Universities
- Nottingham Trent University Summer School
- Study Skills & Team Building
- Talk the Talk workshops

Useful websites

www.aldercarhighschool.co.uk
www.ucas.com
www.direct.gov.uk/studentfinance
www.nus.org.uk/nus-extra
www.vinspired.com
www.nhsdirect.nhs.uk
www.bbc.co.uk/derby

Any questions please call the Post 16 Office on ext 035 or email cbrighton@aldercarhigh.co.uk

