

**BEVERLEY GRAMMAR SCHOOL
BEVERLEY HIGH SCHOOL**



**JOINT SIXTH FORM YEAR 12
STUDENT/ PARENT HANDBOOK
2011 - 2012**

BEVERLEY JOINT SIXTH FORM – TIMES OF THE SCHOOL DAY

	Beverley Grammar School	Beverley High School	Longcroft School
Registration		8.50-8.55	8.40-8.45
Period 1	8.55-9.55	8.55-9.55	8.50-9.50
Registration and Tutor Period	9.55-10.15		
Break	10-15 – 10.35		
Period 2	10.35-11.35	10.00-11.00	9.55-10.55
Break		11.00-11.20	10.55-11.15
Period 3	11.40-12.40	11.20-12.20	11.15-12.15
Form Period/Assembly	12.20-12.35	12.20-12.35	
Lunch	12.35-1.30	12.35-1.30	12.15-13.15
Form Period/Assembly			13.20-13.35
Period 4	1.30-2.30	1.30-2.30	13.35-14.35
Lesson Changeover	2.30-2.35	2.30-2.35	14.45-14.35
Period 5	2.35-3.35	2.35-3.35	14.40-15.40

Year 12 Key Dates 2011-12

*The full calendar and diary of events for both schools can be found on the school websites
Provisional examination dates can be found on the AQA and OCR websites*

Thurs 8 th September	Sixth Form lessons start for Year 12 and Year 13
Wk beg 19 th September	Subject staff to set subject targets for students.
15 th September	Support and Guidance Evening for Year 12 Parents 6.00p.m-7/00p.m. at BHS
26 th September	Year 12 Art Trip
11 th October	Year 12 Law Trip
13 th October	Sixth Form Theatre Trip
19 th October	Working Choices Careers Event for Year 12 Students at Ramada Jarvis Hotel
21 st October	Collaborative Oxbridge Event for prospective Year 12 students Wear it Pink – Non-uniform Day at BHS
24 th October – 28 th October	Half Term
Tues 1 st November	Oxbridge/Medicine Information Evening for prospective Year 12 Students and parents 6.00p.m. at BGS
7 th November	Health and Well-being Day for Year 12 students at BHS
8 th November	Y12 Senior Maths Team Challenge
18 th November	Children in Need – Non uniform day at BHS
25 th November	Year 12 Reports go home to parents Y12 Geography Fieldwork
30 th November	Year 12 Parents Evening at BHS 5.00-7.00p.m.
19 th December – 3 rd January	Christmas Holidays
16 th December	Lessons finish at Lunchtime.
10 th January – 3 rd February	External Examinations for AS level students
13 th February	Y12 Art Exam Preparation Day
13 th Feb- 9 th March	Year 12 and 13 Subject Surveys to be completed in lessons by subject teachers
20 th February – 24 th February	Half Term
2 nd March	Wrap up Cool Down Day at BHS
5 th March	Y12 EMPA Exams - Biology
8 th March	Year 12 Maths Inspiration Trip
March	Oxbridge Conference for prospective students– Dates to be confirmed
30 th March	Year 12 Reports go home to parents
2 nd -13 th April	Easter Holidays
16 th April	Y12 Art Examination
20 th April	Staff Training Day – School closed to students
7 th May	Bank Holiday – School Closed
11 th May	Year 12 Study Leave begins (to be confirmed)
14 th May – 29 th June	External AS level Examinations
14 th May – 22 nd June	Year 12 References to be written by subject staff for AS courses

18 th May	Biology AS revision conference
4 th – 8 th June	Half Term
11 th June	Year 12 return to lessons (to be confirmed)
20 th June	UCAS and Applications Day – to be confirmed Head Boy/Girl Elections – to be confirmed Higher Education Evening for Year 12 Parents at BHS 6.00p.m.
Wk beginning 25 th June	Humberside Higher Education Conference this week (to be confirmed)
10 th July	Year 12 Reference/Reports go home to parents and students
12 th July	Year 12 Sports Event at BGS
13 th July	Year 12 Awards Ceremony at BHS Year 12 Finish School.
Wk beginning 16 th July	Year 12 Biology Field Trip

ORGANISATION OF THE JOINT SIXTH

The Sixth Form is run jointly with Beverley High School and Beverley Grammar School but we also work in collaboration with Longcroft School to increase our range of subjects available to students. In most subjects the teaching is shared equally by the staff of the two schools but in a small number of subjects all of the teaching is done at one school. Students are therefore required to travel between the two schools, but to minimise the amount of travelling the timetable is arranged so that most students spend a day at one school, followed by a whole day at the other as follows:-

Year 12	Monday morning	-	Beverley Grammar School
	Monday afternoon	-	Beverley High School
	Tuesday	-	Beverley Grammar School
	Wednesday	-	Beverley High School
	Thursday	-	Beverley Grammar School
	Friday	-	Beverley High School

REGISTRATION

Each student is placed in a mixed registration group, with two Form Tutors (one at BGS and one at BHS). The tutors are responsible for day to day administration, educational and vocational guidance, discipline, personal guidance and support.

At Beverley High School Students are expected to attend morning registration everytime they have a lesson timetabled period 1. Registration at Beverley High School takes place at 8.55 a.m.

At Beverley Grammar School Students are expected to attend registration and form period everytime they have a lesson timetabled period 1. This takes place at 9.55 a.m.

Please note that allocated registration slots will form part of the attendance figures for all students and reported in monthly attendance figures and on references.

SIXTH FORM SUPPORT STAFF AND PERSONAL TUTOR MENTORS

	Beverley Grammar School	Beverley High School
Form 12/1	Mr C Travis	Mrs D Laing
Form 12/2	Mrs R Field	Mrs C Robinson
Form 12/3	Mrs J Walker	Mrs K Appleyard
Form 12/4	Mrs H Coroneo	Mrs A Weighill
Form 12/5	Mr C Elvidge	Mrs K Laing
Form 12/6	Mr S Caddell	Mrs E Owen
Form 12/7	Mr J Pool	Mr C Wood

Sixth Form Pastoral Manager

Miss Samantha Challis

Mrs Kim Mayfield

Examinations Officer

Mr Peter Smith

Mrs Diane Roach

Student Social Worker/ Counsellor

Mrs Joya Chisholm

Mrs Louise Spence

School Nurse

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Mrs Heidi Fairhurst

SEN Manager

Mrs Alison Doolan

Mrs Helen Butler

Head of Sixth

Mrs Debbie Walters

Mrs Debbie Walters

Contacts for Key Staff involved with the Sixth Form:

Debbie Walters

678557

881658 ext 227

Or e-mail d.walters@beverleygrammar.co.uk or

d.walters@beverleyhigh.net

Tutors at Beverley Grammar School

881531

Tutors at Beverley High School

881658

Kim Mayfield Pastoral Manager at BHS

881658 ext 227

k.mayfield@beverleyhigh.net

Sam Challis Pastoral Manager at BGS

678557

s.challis@beverleygrammar.co.uk

STUDYING IN THE SIXTH FORM

In deciding to follow a Sixth Form course you are committing yourself to carrying out concentrated academic study.

COMMITMENT FROM THE START

Some students make the mistake of taking things easy at the start. They think they have plenty of time. They have only recently received their GCSE results and they do not want to start work at once. They underestimate the importance of independent learning and research. **The students who succeed are those with a very positive attitude to work. Sixth Form study requires considerable self-discipline and you have to be organised. You have to use your time constructively, working without supervision.** You will have to cope with a heavier workload than before and that means you need to plan work and set realistic deadlines to ensure you cover the work steadily through the year. You have to take much more responsibility for your own learning, knowing how to learn and being able to work independently is the key to success at A level.

You have chosen this option instead of employment. Our minimum expectation of you is that you do a thirty hour week, which will include your lessons and your own private study time. If you do not put this amount of time into your studies then you will soon start to underachieve. In addition, at the end of year 12, your subject teachers are required to write a reference for you and to give you estimated grades. Your teachers' comments will be incorporated into your final reference and the estimated grades will appear on your University/Higher Education/Job application form - these references and estimates are, of course, based on your work in year 12.

During the year, depending on your subject choices, you will have coursework to complete. You will be given deadlines to meet. It is important that you meet these deadlines. You need to plan your time very carefully and seek advice during the planning stages. Make sure that the objectives of your coursework are clear from the outset and that you know where to find materials and background reading. **Make sure that you have a clear idea of what is expected of you from each subject you are studying. Clarify with your staff when external examinations/resits will be taking place and what each module entails. Provisional Examination timetables for January, May and June are available now on the AQA and OCR websites.** Make sure that you have a copy of the appropriate syllabus for each subject you are studying so that you can set clear revision plans and learning targets for yourself.

Competition for jobs and for places in Higher Education is great. The grades required are higher than before. You will be competing against Sixth Formers from all over the country. Many of these will be working very hard to make sure of a place.

Set yourself targets for the future. Without any targets it is difficult to have anything to aspire to. The students who have clear goals tend to be those who succeed. If you have not already made decisions about your future then there is no time like the present. Making decisions about your life is not always easy, but it will not be any easier if you leave it for another two years. If you make a decision now it will relieve you of a lot of stress and will help you to have a goal to strive towards. Seek advice from your tutors, parents, Head of Sixth, Careers advisors at the schools or ask for an individual Connexions appointment if you need help.

KEEP US INFORMED

If you have any personal problems which are likely to affect your performance in Year 12, it is important that your Personal Mentor/ Pastoral Manager or Head of Sixth is informed, so that this can be taken into account when compiling your reference. (eg. family issues, health etc.) Any confidential information will be dealt with in a sensitive manner. If you have a change of address, emergency contact numbers etc. you **MUST** inform your tutor and the main school office at **BOTH** schools.

STANDARD OF DRESS

Dress in the Sixth Form can be casual but smart, appropriate to Sixth Form study within a school community. Both schools recognise that students in Years 12 and 13 are young adults, and therefore guidelines for school dress are less prescriptive than in Years 7-11. Current students from the student leadership team have agreed a dress code and designed a poster to illustrate the expectations in the sixth form. This poster can be found at the back of this booklet. To enable staff, students and parents to be aware of the schools' expectations, On formal occasions students would be expected to be smart.

Safeguarding

As sixth form students are not in school uniform they are expected, like the staff, to wear a sixth form lanyard so that they can easily be identified when they are on the school site. These will be provided at the start of the school year.

NON-MEMBERS OF THE SIXTH FORM

It must be stressed that for insurance and safety reasons you **must not** invite or allow persons who are not members of the Sixth Form to come onto either site.

THE SCHOOL LIBRARIES

Sixth Form students may use the libraries at both schools. The librarians at BGS are Mrs Hambleton and Mrs Smith and at BHS Mrs Lawson. Both libraries are open throughout most of the school day, but for exact opening times please consult the individual libraries. Students will be issued with a card for use with the computerized lending system.

The loan period is *two weeks* and *all books must be returned at the end of this time*. If they are required for a longer period the loan may be renewed.

SIXTH FORM AREAS

At BGS, the Sixth Form Common Room is for the exclusive use of Sixth Formers. The study area is for silent study and **eating is not allowed in this area**. The library also has computers available for Sixth Form use.

At BHS, the Sixth Form Common Room is situated in the Sixth Form Block and again is for the exclusive use of Sixth Formers. The study area is SF5, which is for silent study and **eating is not allowed in this area**.

A timetable of other free rooms where students can study during Independent Learning Periods will be provided for students at the start of the academic year.

Please use the Common Rooms sensibly and look after the furniture. Keep the rooms tidy and do not make unnecessary work for the cleaners. It would be greatly appreciated if those students who have no lessons during the last period of the day would tidy up the Common Rooms and arrange the chairs tidily before leaving at the end of the day. Accidents and breakages must be reported immediately. Furniture from the Common Rooms must NOT be taken outside. The Sixth Form Fund will be used to cover the cost of any damage caused by students.

Football and other ball games MUST NOT be played near the common room at either school. At BGS the top field is available (not on the Year 7 and 8 playground situated behind the sports hall) or at BHS on the *far* left of the main field behind the Art Block.

THE SIXTH FORM TIMETABLE

You will receive a provisional timetable when you register on 30th or 31st August 2011, however there may be some slight amendments to groups once all students have registered as we try to ensure that group sizes are balanced. If your group is altered we will inform you next week prior to lessons starting on 8th September.

When you receive your timetable, you will quickly note that unlike your Year Eleven timetable you have Independent Learning periods. Using them productively can have an impact on your standard of achievement. If you waste them you will undoubtedly increase your anxieties and dissatisfaction. Resisting the temptation to put off work until later will be your biggest problem. You will be given a timetable for Support and Guidance sessions which are compulsory and must be attended. In addition your Personal Mentor/Tutor will also arrange individual mentoring reviews with you that are a compulsory part of Sixth Form study and will count towards your attendance percentage.

ATTENDANCE REQUIREMENTS

More and more evidence is being gathered at a national level which suggests that academic achievement is related to attendance. For this and other reasons we have high expectations of our student's attendance throughout the Joint Sixth. Apart from unavoidable circumstances, we expect our students to attend ALL their lessons and to be registered whenever they have morning lessons on their timetable. Registration at Beverley High School takes place at 8.55a.m. Registration at Beverley Grammar School takes place at 9.55 a.m.

- If you know in advance that you will miss a lesson for a valid reason, inform your subject teacher and your form tutor and complete a YELLOW ABSENCE FORM. Forms can be posted into the Absence box at either school or given to your Sixth Form Pastoral Manager.
- In cases of absence from school it would be helpful if the school office could be telephoned and informed of the reason for, and likely duration of, your absence. This ensures that your attendance records are kept up to date. A Yellow Absence Form must be completed. If you are in receipt of a Bursary then you have strict guidelines that must be adhered to (these will be given to you in Part B of the Learning Agreement Booklet which you will receive in the second week of your time in the sixth form).
- If you are leaving the school premises during the day, it is essential you complete the signing out book which is kept in the common room at each school (Fire Regulations).

- If you have chosen to do an option at Longcroft School then you will be required to get your attendance sheet signed by your tutor on a weekly basis.
- If you feel ill during the school day you should report to the main school office at Beverley Grammar School or to the nurse at Beverley High School. Your parents will then be contacted.
- Students should not organise dental/medical appointments/driving lessons at times when they have a timetabled lesson, a timetabled study period or a tutorial.
- Absence figures for lessons, registration, tutorials and mentoring reviews will be given out to students on a monthly basis. It is up to you to ensure that your records are accurate so please ensure that you complete the necessary paperwork for all absences.
- Holidays will not be authorized during the school year. It is also not a good idea to plan your holidays when AS level results are published. Should you not gain the required grades to return to the sixth form then you need to use this time to organise an alternative. Equally should you wish to make any appeals regarding your examinations or have copies of scripts, all of the paperwork for this has to be done the week following the publication of results.

HOME STUDY

Rooms will be available on each site for Independent Learning. We would like to think that sixth form students are responsible and have the skills to work effectively, therefore students will be allowed to study at home during their free study periods providing they have parental agreement. However, should they fall behind with their work, supervised study sessions will be allocated to individual students until they have caught up with their assignments. If you are not working hard at home then there is something wrong. An AS Level student should be doing a least 2 hours work each night and working at the weekends to enable them to achieve their potential.

PART TIME EMPLOYMENT

Whilst we appreciate that part time work is undertaken by many Sixth Form students, we strongly advise that this should not exceed 8 hours per week if a student is to achieve their academic potential. Part time work should not be done during the school working day as there are times throughout the year when a student timetable is changed to accommodate events and extra learning sessions.

CHANGE OF 'AS' LEVEL COURSE

Very occasionally students embark on an 'AS' level course and realise that they have made an unwise choice. If you wish to change from one course to another or drop a course you **must continue to attend all lessons until you have completed the necessary paperwork and discussed your concerns with the appropriate staff.** The starting point for this procedure is to discuss your concerns with your subject teacher who will then initiate a yellow change of course form. You will need to discuss your own concerns and your staff views with your parents, who will need to support your decision with a letter. Once you have a letter from your parents and the completed form from your subject staff you should take these to your Head of Sixth Form. A decision will then be made. Please bear in mind that it is not always possible to change courses. This year we are oversubscribed and many groups are full. **Unless there are exceptional circumstances a student who embarks upon a course of 4 AS levels is expected to continue with this until after the AS level examinations.** The timescale for AS level is also very short – a change of course half way through would mean very limited time to catch up with course content. There are also considerations for jobs and Higher Education courses that need to be thought through prior to making such an important decision. There may also be cost implications for you. Once you embark on a course you will be entered for the examinations in that subject. **Withdrawal from examinations after a certain date during the year means that costs are incurred.**

EXAMINATIONS

All subjects have external examinations, which normally take place during January, May and June. Your choice of subjects will determine when your examinations take place. It is important that you clarify this with your subject staff at the start of your course so that you can plan ahead.

THE SCHOOL EXAMINATION ENTRY POLICY

Students in Year 12 who have a poor attendance record or who have shown little commitment to their studies, may be asked to leave school at the end of the year.

Students in Year 12 who develop a poor attendance record, or who show little real effort in a particular subject, may find that their subject teachers will decline to enter them for the AS Level examination in that subject. Similarly, students who have been unable to achieve pass grades in internal exams may, in their own best interests be advised to leave school

Examination Entry and attendance

- A minimum of 85% attendance is expected for all entries paid for by the school
- 70-84% attendance would require the student to pay for all entries
- Less than 70% attendance would mean a student would not be entered for examinations and would be asked to leave the sixth form unless there were exceptional circumstances.

RESITS

If you are in the unfortunate position that you have failed to obtain a satisfactory result in an examination you may have the opportunity to resit that examination although we do stress that it is in your interest not to have to take resit examinations and also some universities do not look favourably on resits. There are also significant cost implications for students who take resit examinations.

GCSE RESITS -GCSE grades A, B or C in Mathematics and English Language are almost always essential requirements to gain entry to a degree course at a university, for most other courses and for most jobs. Any student who does not have these examinations MUST therefore resit the examination in these subjects. Students will need to see Mr Smith (Examinations Officer at BGS) at the start of the year to obtain information about these resits which usually take place in November.

AS LEVEL RESITS– Depending on the result you obtain there may be the opportunity to resit an AS level examination. This will be subject to discussion with your subject teacher and there will be cost implications for the student for any resit examination you wish to take. The cost of a module resit varies according to the examination board. Students doing a resit examination will also be required to **check with their member of staff that there has not been a syllabus change** since their first examination.

PROGRESS REPORTS/ INDIVIDUAL LEARNING PLANS AND MENTORING REVIEWS

Throughout your time in the Joint Sixth you should record your progress in subjects and your extra-curricular involvement and use those records to help you plan for the future. Your Tutor Mentor and subject teachers will help you to do this at regular intervals.

Your Subject Teacher will be asked to review your progress formally during the course of the year. In the Autumn Term they will be asked to highlight any problems and assess your effort, commitment and performance. They will discuss their thoughts with you in October and a grade sheet will be sent home to parents in November.

New Attendance figures, Examination Grades (External and or Internal), new targets if appropriate and effort and commitment will be assessed again later on in the year and again subject staff will discuss targets and areas of improvement with you. Grades from the Spring review will again be sent home to parents **in March**

Remember that the results from your Year 12 exams (both internal and external) will be used as a basis for assessing suitability for A2 and for estimated grades on your references and Higher Education application forms.

Following the external examination in Year 12 students return to start their A2 courses. If a student does not attend lessons in an A2 course at this stage he/she will not be allowed to take up that course in September of year 13.

Throughout the 2 years you will also review and record your progress and targets with your Personal Tutor Mentor during Support and Guidance/ Review periods which are compulsory.

In addition to the reviews sent home, subject teachers, tutors or your Head of Year may contact parents at any time if they become aware of problems.

If at any time during the course of the two years you are worried or concerned about your school work or any other issues please talk to someone. A problem shared is a problem halved! If you do not feel able to talk to someone in school then your Head of Sixth will be very happy to put you into contact with external counsellors.

THE SCHOOL REFERENCE

It is important to realise that when you have completed your application form for jobs/university the School has to provide a reference. This includes:

- Any external examination results and estimates of your A2 results based on your performance in Year 12
- A report on your performance, abilities and effort in each of your subjects.
- A Report on your involvement in the Sixth Form, together with your personal qualities such as reliability, honesty, attitude and co-cooperativeness.
- A report on your attendance and punctuality.

Students who work well and who adopt a mature and responsible attitude can clearly be given good references. References will be made available for students and parents once applications for jobs and higher education are completed.

THE ENRICHMENT PROGRAMME

Enrichment is a compulsory part of your Sixth Form Education. It is intended to enhance your Sixth Form Programme and provide a welcome break from the rigours of academic study. It should also enable you to broaden your interests and demonstrate reliability and responsibility in your work within the school, whilst providing you with the opportunity to mix socially with new friends. It should improve your self-confidence and your skills in communication. In addition to all of this, we hope that it will provide you with much useful information about jobs, about the opportunities and benefits of Higher Education and about 'life after the Sixth Form'.

Attendance and participation in enrichment lessons are recorded and reported to parents as all other subject lessons.

The Enrichment Programme is made up of 3 components: -

- (a) Support and Guidance – see timetabled sessions
- (b) Enrichment Activity
- (c) Individual Reviews – with your personal tutor

SUPPORT AND GUIDANCE

This is a compulsory part of your timetable and will take place on Wednesday at 10.00 a.m. During this time you will participate in a range of activities that are designed to broaden your educational and social experiences and you will have personal support and mentoring sessions.

Below are some of the things that will be part of the Tutorial Programme:

- Decision Making
- Leadership Skills
- Teamwork
- Organising/Planning and Presenting an event for your peers
- Study Skills
- First Aid
- Individual Counselling/Review Sessions
- Career Planning
- Taking a Gap Year
- The Year in Industry
- Charity Work
- Managing your Finances
- Time Management
- Higher Education
- Oxbridge Applications
- The UCAS Application Procedure
- Writing a Personal Statement
- Coping with life away from home
- Contraception
- Stress Management
- Drugs/Alcohol Awareness
- The World of Work

Your tutors, Pastoral Managers and Heads of Sixth Form will play a key role in guiding you through your Sixth Form Studies and will be available to discuss concerns on a daily basis.

ENRICHMENT ACTIVITIES

During your time in the sixth form there will be the opportunity to choose from various enrichment activities, which are designed to complement and enhance your academic studies. Students will choose from such activities as: -

- The Community Sports Leadership Award
- AS/A2 level General Studies Award

- Learning Support/ Paired Reading
- School/ Community Contribution
- The Extended Project Award
- The AS level Critical Thinking Award

Work done in this area will normally take one or two lessons each week. The Award bearing options are generally completed during Year 13 when most students have reduced their A levels to three subjects.

APPLICATIONS FOR HIGHER EDUCATION

Many of you will hope to go on to a course of Higher Education after you leave school. It is very important that you take every opportunity in Year 12 to find out as much information as you can about career opportunities and courses available. By the end of Year 12 you should have a good idea of your intentions, based on independent research, information from the careers library, tutorials, the Connexions Service, the Higher Education Careers Conference, prospectuses, reference books and discussions with subject teachers and Heads of Sixth Form, work experience and visits to Higher Education institutions. Applications are made between September and January in the first term of Year 13. You are strongly advised to make early applications wherever you intend to go.

KEY DATES FOR APPLYING TO UNIVERSITY

Year 12

Applying to Oxbridge
 Oxford and Cambridge Conference (March)
 Student Finance Evening (The University of Hull) for students and their parents.
 Post Examinations – The UCAS Procedure (June/July)
 Making Decisions
 The UCAS Form/Electronic Applications (June/July)
 The Personal Statement (June/July)
 The Reference (July/September)
 The UCAS Website/Handbook/Prospectus
Humberside Higher Education Conference (June) for students and parents, Hull University.
Parent Information Evening (June)
 Applying to University
 Student Finance

Year 13

1st September 2012 Opening Date that UCAS receive applications
 Tutorials will be devoted to completing the UCAS application form and applications for other courses and employment. Individual tutor guidance will be available throughout this period from staff at both schools.
15th October 2012 Closing Date for applications for medicine, dentistry, veterinary science and Oxford and Cambridge.
End of first half term Internal Deadline for completed application forms.
15th January 2013 UCAS Closing Date for Applications
Mid August 2013 – Results/Clearing.

UNIVERSITY OPEN DAYS/CONFERENCES etc.

Throughout year 12 and year 13 **Open Days at Universities** will be advertised via posters/ leaflets in the student common rooms. Students are encouraged to use the university website to find out information – www.ucas.com. Individual Universities will advertise Open Days on their web sites and on the UCAS website. The Careers Library at both schools have books listing all the University open days. Virtual Open Days are also becoming increasingly popular with universities and students. **Courses and conferences** for various subjects are also offered to students as information arrives in school. **It is important that students read** the appropriate notice boards to find information about courses they are interested in and that they make their staff aware of their intentions so that relevant information can be passed in their direction.

CAREERS

All students are welcome to use the information available in the Careers/Work rooms on both sites, but booklets and prospectuses etc. must *NOT* be removed. Careers information is stored in the Library at Beverley High School and in the sixth form study and the Careers Room at Beverley Grammar School. Mr Jones is available to see students at Beverley Grammar School at any time if they have issues relating to careers. Appointments can be made directly with Mr Jones or through your tutor, Pastoral Managers or the Head of Sixth Form.

If at any stage during your study you feel you would benefit from an individual careers interview with the Beverley Connexions Service you should see your Head of Sixth form or one of the Pastoral Managers, who will be happy to organise one for you.

Useful Websites related to Higher Education, apprenticeships, employment opportunities can be found in the sixth form section of the Beverley Grammar School and High School websites. Here you will find information related to Higher Education and also Alternatives to University: Information is also advertised on the school website via information bulletins on the sixth form section of the website, which students and parents are encouraged to use regularly.

THE CHOICES CENTRE



The Choices Centre on Norwood provides advice and support for parents, carers and young people about everything. The centre can be used as a drop-in or appointments with advisors can be booked in advance. Teams such as the Families Information Service (FISH) and Connexions will be based at the centre which has computers with internet access, meeting rooms and individual interview rooms. The building will be open 9am to 5pm but can be used up to 8pm at night by prior arrangement, although reception facilities will not be available after 6pm.

USE OF THE SCHOOL CANTEENS

Students may use either the BHS or BGS canteens at lunch times. At BHS Staff and Sixth Form students may join the queue inside the canteen, at the tray collection point. At BHS the canteen operates a cash free system. In order to use the BHS canteen you will need to be registered for the cash free system. This will be explained to you in September. At BGS staff and Sixth Form students may go immediately to the front of the queue.

The canteens are also open at break times for snacks. In the canteens you must clear away your trays at the end of the meal and follow the instructions of the supervisors. Could I also remind students that High Energy Drinks and Hot Drinks are not permitted on the school site.

At lunchtimes, School Supervisors are on duty to maintain order and discipline. They have a difficult job and appreciate staff and Sixth Form help. It is expected that Sixth Form students will set a good example to the younger students.

ON THE SCHOOL PREMISES

The school is a community of which the Sixth Form is a part. Younger students look up to the Sixth Form and it is expected that the Sixth Form students will set a good example to the younger students at all times.

We try to keep rules to a minimum but would appreciate your co-operation in helping to maintain order and discipline around the school. For this reason we ask that Sixth Form Students: -

- Follow the one-way system that exists at BGS and do not go through doors on which there are 'No Exit' signs.
- Do not eat or drink in corridors, assemblies or lessons
- Do not smoke on the premises/ outside the school gates or in the close proximity of either school
- Dismount from a bicycle, at the school gates. At BHS your cycle may be left in the cycle shed and at BGS it should be left in the stands in the Westwood Playground. **Motorcycles must not be ridden on the premises** and should be parked outside of the school. Please note that all bicycles and motorcycles are parked at your own risk.
- **Student Cars may not be brought onto the premises of either school.**

STUDENT MEMBERSHIP/SUBSCRIPTION

You are expected to pay a £5 subscription to the Sixth Form Fund, at the start of your course. This fund will be administered by members of the Student Leadership Team for your benefit.

SIXTH FORM SOCIAL ACTIVITIES

It is expected that Sixth Form students will organise a range of social activities. For example Discos, a Ball, staff/student Christmas social, visits, trips to theme parks, concerts etc. If you have any ideas for social events, please make your suggestions to your form representatives who will be on the Student Leadership Team. This team is normally made up of two students from each form, who are keen to get involved in the organisation of events and be representatives of the student voice for future school development.

AND FINALLY....

Enjoy yourself in the Sixth Form and make good use of your leisure time. Relaxation is important but strike a balance between work and leisure.

As soon as possible identify any aspects of the work you find difficult or cannot understand and seek help and advice from your subject teachers, Pastoral Manager or Learning Mentor. Do not ignore problems in the hope that they will go away.

Finally, if you have chosen your subjects carefully, are prepared to work hard, become involved and agree to abide by the Joint Sixths' few regulations, then you should derive great benefit from your time with us.

On behalf of all of the staff of the Beverley Joint Sixth we wish you a happy, enjoyable and very successful time in the Sixth Form.

Debbie Walters
Head of Sixth Form

Kim Mayfield
BHS Pastoral Manager

Sam Challis
BGS Pastoral Manager

SIXTH FORM DRESS CODE: SMASUAL'S THE WORD!

The main thing to remember about the dress code in the Sixth Form is that we are in a working environment, and so should dress to suit this, not as if we are on holiday, going to the beach or for a night out. Appearance and clothing should present a positive image of the sixth form and both schools, so should not cause offence or embarrassment to others. Sixth formers should wear smart-casual or "smasual" clothing suitable for the work in hand! Smart, plain, knee-length shorts are allowed in the hot summer (if we have one)!



Students should give some consideration to the footwear they choose. It needs to be appropriate for the area of the school where they are working (e.g. science lab, workshop) – you don't want to be ruining those expensive shoes! You also run a safety risk wearing flip-flops, high heels or sandals!

All sixth formers will be supplied with a school identity badge and a Joint Sixth Form lanyard that must be worn around the neck and be visible whenever you are on the school sites. This is a requirement for all adults on site.

