

**BEVERLEY GRAMMAR SCHOOL
BEVERLEY HIGH SCHOOL**



**JOINT SIXTH FORM YEAR 13
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 13 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*

8 th September	Sixth Form lessons start for Year Year 13
Wk beg 19 th September	Subject staff to set subject targets for students and inform students of their UCAS/Reference grades
22 nd September	Year 13 Geography Fieldwork
10 th October	Year 13 Textiles Trip
13 th October	Sixth Form Theatre Trip
8 th October	Internal Deadline to ensure applications for Oxbridge, Medicine, Dentistry, Veterinary Science are processed to meet the UCAS Deadline.
15 th October	UCAS Deadline for Oxbridge, Medicine, Dentistry, Veterinary Science
19 th October	Working Choices Careers Event for Year 13 Students at Ramada Jarvis Hotel
21 st October	Wear it Pink – Non-uniform Day at BHS
24 th October – 28 th October	Half Term
7 th November	Health and Well-being Day for Year 13 students at BHS
8 th November	Y13 Senior Maths Team Challenge
11 th November	Y13 Senior Maths Team Challenge
18 th November	Children in Need – Non uniform day at BHS
22 nd November	Mock Oxbridge Interviews – East Riding Collaborative Event
24 th November	Year 13 Reports go home to parents
7 th December	Year 13 Parents Evening at BGS 5.00-7.00p.m.
16 th December	Lessons finish at Lunchtime.
19 th December – 3 rd January	Christmas Holidays
10 th January – 3 rd February	External Examinations for AS/A2 level students
12 th January	School Internal Deadline to guarantee that UCAS applications will be processed to reach UCAS on time
15 th January	UCAS Deadline
9 ^{th/10th} February	Year 13 Business/Law Trip
13 th Feb- 9 th March	Year 13 Subject Surveys to be completed in lessons by subject teachers
20 th February – 24 th February	Half Term
1 st March	Year 13 Photographs
2 nd March	Wrap up Cool Down Day at BHS
26 th March	Year 13 Biology EMPA examination
29 th March	Year 13 Reports go home to parents
2 nd -13 th April	Easter Holidays
20 th April	Staff Training Day – School closed to students
7 th May	Bank Holiday – School Closed
10 th May	Art Exhibition
14 th May – 29 th June	External AS level Examinations
18 th May	Biology AS/A2 revision conference

1 st June	Year 13 Sports Event Year 13 Study Leave Starts
4 th – 8 th June	Half Term
29 th June	Year 13 Awards Ceremony at BGS (to be confirmed) Year 13 Finish School. Year 13 Prom (to be confirmed)

ORGANISATION OF THE JOINT SIXTH

You are already familiar with the organisation of the sixth form but remember that this year your timetable will be at the opposite school to last year:

Year 13	Monday morning	-	Beverley High School
	Monday afternoon	-	Beverley Grammar School
	Tuesday	-	Beverley High School
	Wednesday	-	Beverley Grammar School
	Thursday	-	Beverley High School
	Friday	-	Beverley Grammar School

REGISTRATION

As a result of the change of the times at Beverley Grammar School there have been some changes to the registration of sixth form students: 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. Unfortunately, due to the Year 13 timetable, some students will have to change registration/form groups this year as they have a clash with their tutor period and a subject lesson. (This applies to some students doing Religious Studies, Biology and Physics).

At Beverley High School Students are expected to attend morning registration every time 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 every time they have a lesson timetabled period 1. This takes place at 9.55 a.m. to 10.15 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 TUTORS

	Beverley Grammar School	Beverley High School
Form 13/1	Mr C Travis	Mrs D Laing
Form 13/2	Mrs R Field	Mrs C Robinson
Form 13/3	Mrs J Walker	Mrs K Appleyard
Form 13/4	Mrs H Coroneo	Mrs A Weighill
Form 13/5	Mr C Elvidge	Mrs K Laing
Form 13/6	Mr S Caddell	Mrs E Owen
Form 13/7	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	-	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 k.mayfield@beverleyhigh.net		881658 ext 227
Sam Challis Pastoral Manager at BGS s.challis@beverleygrammar.co.uk		678557

STUDYING IN THE SIXTH FORM

You are now more than half way through your sixth form studies. Congratulations to all of those students who got it right during year 12 and have deservedly achieved their potential in the AS level examinations. We are delighted with your success and hope that this continues into Year 13.

For those of you who were disappointed with your Year 12 results, it is not the end of the world, you still have time to put things right, but this will only happen if you make a conscious decision to actively seek to improve your grades. Make sure that you understand from the start exactly what you need to achieve this year. Sit down with your subject staff and discuss an action plan for the first half term. Talk to your tutor and set weekly targets. Make sure that you **do something different** in order to **achieve something different** at the end of next year.

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.

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. Picture results day next year – you want it to be a happy day – make sure you work hard so that it is.

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. Tutors will help you with Higher Education Applications throughout the Autumn term but remember with many institutions the sooner you apply, the more chance you have of being offered a place. In addition we have the Working Choices Day on 19th October which will be useful in offering alternatives to Higher Education and will help you to make the right decisions for your future. 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. Mr Jones is also timetabled at the same time as your Tutorial sessions so that he can help to support you through Career choices.

KEEP US INFORMED

Remember we are a team, all working together to try to ensure that you achieve your potential. Involve us in helping and supporting you to get to the next stage. Let your parents support you and make sure that you communicate any anxieties and worries that you have relating to your studies, and future.

If you have any personal problems which are likely to affect your performance in Year 13, 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

Both schools recognise that students in Years 13 are young adults, and therefore guidelines for school dress are less prescriptive than in Years 7-11. A dress code has been agreed with the student leadership team and a poster to illustrate appropriate dress in the sixth form has been produced by current students and can be found at the end of this booklet. On formal occasions such as Speech Day and Concerts, when representing the school, 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 SIXTH FORM TIMETABLE

You will receive a provisional timetable when you register, 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.

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 a separate booklet).
- 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.

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.

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

Think very carefully about the resit examinations you are going to take. Think about how this will impact on your A2 modules. Remember you will need to do the work for AS resits on your own as there will be no teaching of AS courses in Year 13. Calculate the number of points needed to achieve the grades you are applying for as this will help you to focus your work. Discuss resits with your teachers and ensure that there are no changes to the resit examinations e.g. set texts etc.

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.

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 Learning 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**.

Throughout the 2 years you will also review and record your progress and targets with your Personal Learning 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. If there is anything you are concerned about ask Mrs Walters if you can see your reference before it is sent off.

THE ENRICHMENT PROGRAMME

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 either Wednesday Period 2 or Friday period 2. 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.

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

In Year 13 if you have dropped your fourth A level then it is compulsory to take up an award bearing enrichment subject. You can choose from:

- The Community Sports Leadership Award
- AS/A2 level General Studies Award (AS level is taken in January and A2 level in May/June)
- The Extended Project Award
- The AS level Critical Thinking Award (Module 1 is taken in January and Module 2 in May/June)

Whilst some universities do not include these qualifications in their university offer we have experienced a number of students, who, having just missed out on their points score, have actually been offered their place on results day as a direct result of having something additional they can offer.

APPLICATIONS FOR HIGHER EDUCATION

Many of you will hope to go on to a course of Higher Education after you leave school. Hopefully you have taken every opportunity in Year 12 to find out as much information as you can about career opportunities and courses available and you now 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.

Give considerable thought to your applications, ensure that you do not apply for courses that are beyond you. You must have a realistic chance of obtaining the grades that the university are asking if you wish to be considered as a serious applicant. Equally when you make your firm and insurance choices ensure that you do have an insurance choice that you are prepared to go to avoid problems on results day. There is an enormous amount of information for students and parents about the entire applications procedure on www.ucas.com.

It is essential that you apply as early as possible to university. The checking and refining process of your application form is time consuming and when 20 or more applications all come in on the same day there are simply not enough hours in a day to process them all immediately. It is in your interest to ensure that you do your part as efficiently as possible so that tutors and the Head of Year have time to work with you on your application.

KEY DATES FOR APPLYING TO UNIVERSITY

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 2012 UCAS Closing Date for Applications

Mid August 2012 – Results/Clearing.

Information about applications will be given to you throughout the Autumn Term. It is important that you read information notices, attend registrations and assemblies so that you do not miss key information.

UNIVERSITY OPEN DAYS/CONFERENCES etc.

Throughout 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 – wwwucas.com. Individual Universities will advertise Open Days on their web sites and on the UCAS website. The Careers Library has a book 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.

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:

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 on a wide range of issues. 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.

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. If you wish to be part of the team to represent the student views about school and social issues please see your form tutor.

USE OF THE SCHOOL CANTEENS

Students may use either the BHS or BGS canteens at lunch times. **At BHS the canteen now 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.** 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.

AND FINALLY....

Make this year your most successful year yet. It is important that you get it right and do yourself justice. With lots of 18th birthdays, parties and social events it is crucial that you get the balance right between work and leisure. Make the right choices and you will achieve your potential this year.

On behalf of all of the staff of the Beverley Joint Sixth we wish you a happy, enjoyable and very successful time in Year 13.

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.


 Inappropriate hair!

No spaghetti string tops, tube tops, bra straps! 

Too revealing! 

Midriff showing, underwear visible! 

Swim shorts, too informal! 

Skirt too short! 

 Flip-flops!

