

# George Spencer Sixth Form Student Handbook



2017-2018

## **Hello and Welcome**

I am pleased to welcome you to George Spencer Sixth Form. Enclosed in the handbook are the essentials, which will hopefully answer any questions you have. If you look up something and it is not clear, let us know – we want to make sure you find the information you need as easily as possible.

We like to think of ourselves as a warm, welcoming and friendly Sixth Form. We try to keep rules to a minimum and expect you to behave responsibly.

Make sure you start by wanting the very best and the highest standards for yourself. All the staff here – your subject teachers, your learning managers and everyone else are working very hard to give you the best possible educational experience. But, at the end of the day, they haven't a hope without that vital ingredient – YOU! You've got to want to do well, to reach your best standard and get those all-important qualifications – as well, of course, as having a great time making friends and taking part in all the Sixth Form activities available to you. This is your Sixth Form and your opportunity, do not waste it!

Best Wishes

Mrs K Fawcett  
Director of Sixth Form

## Expectations

### Our Beliefs:

- Teaching and learning is the primary activity of the Sixth Form, all its staff and all its students
- It is important to add value to the social, personal and educational experience
- Feedback is important to improve our learning and planning our development
- All individuals are entitled to appropriate support; we value their diversity
- Both students and staff should have high whilst realistic expectations of themselves & others
- Rewarding developments arise from allowing people to have space to develop their individuality and learn from each other

Our expectations of Students	Our expectations of Staff	Our expectations of Managers
<ul style="list-style-type: none"> <li>• Show respect for all our students, staff and the environment</li> <li>• Develop and take responsibility for your own learning and make every lesson count</li> <li>• Attend all lessons and be punctual</li> <li>• Do all the preparation necessary to the best of your ability and meet deadlines</li> <li>• Take a positive attitude to learning, commit to the course and complete successfully</li> <li>• Respond positively to feedback</li> <li>• Allow others to learn</li> <li>• Seek help when needed</li> <li>• Keep the Sixth Form a safe and friendly environment</li> <li>• Become involved in the Sixth Form activities and be open to personal growth and development</li> </ul>	<ul style="list-style-type: none"> <li>• Do all that is expected of students and act as a positive role model</li> <li>• Have the best interests of students at heart</li> <li>• Give effective feedback, set targets &amp; monitor progress</li> <li>• Ensure students are aware of the consequences of their actions and help them make informed choices</li> <li>• Be approachable, positive and a good listener</li> <li>• Inspire, reward and motivate</li> <li>• Make every encounter and every lesson count</li> <li>• Work as a team, be consistent and support each other</li> <li>• Know the subject, the syllabus, the assessment structure, as appropriate, and share this with the students</li> <li>• Know and use the Sixth Form systems &amp; procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Do all that is expected of students &amp; staff and as a positive role model that reflect the Sixth Form's values and good professional practice</li> <li>• Work to ensure all students and staff 'get a good deal' from the Sixth Form</li> <li>• Provide clear systems and procedures that are well communicated to all</li> <li>• Be aware of and respond to the whole Sixth Form teaching and learning needs</li> <li>• Lead, motivate and help all individuals develop to their maximum potential</li> <li>• Involve, listen and respond to students and staff; following up until the issue is resolved</li> <li>• Be supportive and proactive in preventing potential problems</li> </ul>

## **Dress Code**

Our Sixth Form students contribute to our positive image and are role models for younger students. As part of our commitment to high standards and pride in our school, students are expected to come to school in smart clothing and footwear. This enhances our collective identity and reinforces our educational purpose.

### **There is a new 'Business' style Dress Code for the Academic Year 2017-2018.**

The Sixth Form dress code is designed to encourage a more business like environment and to instil standards and responsibility. Sixth Form dress should be fit for the purpose of study.

#### **Dress Code (Starting September 2017)**

- Plain black, navy, grey smart skirt/dress (just above the knee or longer) or trousers (no denim, jeans style or canvas)
- Formal shirt/blouse
- Formal shoes (no trainers, canvas or leisure shoes)

#### **Optional**

- Tie
- Smart jumper or cardigan
- Suit style jacket (black, navy, grey)
- Outdoor coats (no denim, leather or 'hoodie' style)

This sensible, smart code is for all students to follow. We expect students to use their common sense when selecting clothes to wear to Sixth Form. Students who do not conform will be sent home to change.

**Remember you are coming into a working environment; you need to dress appropriately.**

**If you are not deemed to be dressed appropriately then please be prepared to be sent home to get changed.**

## Sixth Form Pastoral/Learning Team

There is a large team in the Sixth Form who are here to support and guide you through the Sixth Form.

Mrs Fawcett	Director of Learning/Teaching (Key responsibility Year 13)
Miss Coell-Pemberton	Assistant Director of Learning/Teaching (Key responsibility Year 12)
21 Learning Managers (listed below)	
Mrs Mockridge	Pastoral Support Assistant
Mrs Leech	Sixth Form Administrator

## Learning Managers

Year 12 Learning Manager Groups	Staff Initials	Room
Miss G Gormley/Miss R Billig	GFG/RB	SF15
Mrs K Kelly/Mrs A Brown	ALB/KLK	SF9
Miss K Hancock	KHA	SF13
Mrs A Waite/Mrs A Starr	AW/AMS	SF14
Mr Ellis	ME	SF5
Miss N Sutton/Mrs S Neave	NS/SN	SF6
Mrs S Feguson/Mr B Sugden	SF/BS	SF7
Miss K Mulenga	KEM	SF2
Year 13 Learning Manager Groups	Staff Initials	Room
Mr L Prior	LP	SF8
Mr T Wilkinson	TWL	TR
Mr D Simpson/Mrs S Wilson	DS/SJW	MA3
Mrs C Ollis	CSO	SC4
Mr D King	DK	SF16
Miss R Jackson	RJ	SF1
Mr M Powell	MPO	SF10
Miss K Mulenga	KEM	SF2
Staff	Roles	
Miss G Gormley	Brilliant Club	
Mrs Brown/Mrs Leech	Work Experience	
Miss Skitt	EPQ	

To contact your Learning Manager/subject staff via email –

[Initialsurname@george-spencer.notts.sch.uk](mailto:Initialsurname@george-spencer.notts.sch.uk) (Email Contact List is on the next page)

E.g. Miss Georgina Gormley [ggormley@george-spencer.notts.sch.uk](mailto:ggormley@george-spencer.notts.sch.uk)

You have been allocated a Learning Manager, who may be one of your teachers. Your Learning Manager is your main point of contact with the Sixth Form and has overall responsibility for your welfare; it is important to develop a good working relationship with your Learning Manager. If you are having problems or need advice your Learning Manager is usually the first person you would consult.

### In particular, he/she has responsibility for:

- Helping you enter and settle into Sixth Form (Yr12/Yr13)
- Overseeing and supporting your progress and monitoring your attendance.
- Responding to queries about you from your subject teachers
- Delivering the Tutorial Programme
- Helping you plan your career progression for employment or university
- Writing your reference for employment or university
- Informing you of routine administration, such as exam procedures.

## CONTACTS PAGE

### Sixth Form Pastoral/Learning Team

Mrs Fawcett <b>Director of Learning/Teaching (Year 13)</b>	<a href="mailto:KFAWCETT@george-spencer.notts.sch.uk">KFAWCETT@george-spencer.notts.sch.uk</a>
Miss Coell-Pemberton <b>Assistant Director of Learning/Teaching (Year 12)</b>	<a href="mailto:scoell@george-spencer.notts.sch.uk">scoell@george-spencer.notts.sch.uk</a>
Mrs Mockridge <b>Pastoral Support Assistant</b>	<a href="mailto:kmockridge@george-spencer.notts.sch.uk">kmockridge@george-spencer.notts.sch.uk</a>
Mrs Leech <b>Sixth Form Administrator</b>	<a href="mailto:cleech@george-spencer.notts.sch.uk">cleech@george-spencer.notts.sch.uk</a>

### Learning Managers

Year 12 Learning Manager Groups	Email
Miss G Gormley/Miss R Billig	<a href="mailto:ggormley@george-spencer.notts.sch.uk">ggormley@george-spencer.notts.sch.uk</a> / <a href="mailto:rbillig@george-spencer.notts.sch.uk">rbillig@george-spencer.notts.sch.uk</a>
Mrs K Kelly/Mrs A Brown	<a href="mailto:kverrill@george-spencer.notts.sch.uk">kverrill@george-spencer.notts.sch.uk</a> / <a href="mailto:abrown@george-spencer.notts.sch.uk">abrown@george-spencer.notts.sch.uk</a>
Miss K Hancock	<a href="mailto:khancock@george-spencer.notts.sch.uk">khancock@george-spencer.notts.sch.uk</a>
Mrs A Waite/Mrs A Starr	<a href="mailto:await@george-spencer.notts.sch.uk">await@george-spencer.notts.sch.uk</a> / <a href="mailto:astarr@george-spencer.notts.sch.uk">astarr@george-spencer.notts.sch.uk</a>
Mr Ellis	<a href="mailto:MELLIS@george-spencer.notts.sch.uk">MELLIS@george-spencer.notts.sch.uk</a>
Miss N Sutton/Mrs S Neave	<a href="mailto:nsutton@george-spencer.notts.sch.uk">nsutton@george-spencer.notts.sch.uk</a> / <a href="mailto:sneave@george-spencer.notts.sch.uk">sneave@george-spencer.notts.sch.uk</a>
Mrs S Feguson/Mr B Sugden	<a href="mailto:SFERGUSON@george-spencer.notts.sch.uk">SFERGUSON@george-spencer.notts.sch.uk</a> / <a href="mailto:bsugden@george-spencer.notts.sch.uk">bsugden@george-spencer.notts.sch.uk</a>
Miss K Mulenga	<a href="mailto:kmulenga@george-spencer.notts.sch.uk">kmulenga@george-spencer.notts.sch.uk</a>
Year 13 Learning Manager Groups	Email
Mr L Prior	<a href="mailto:lprior@george-spencer.notts.sch.uk">lprior@george-spencer.notts.sch.uk</a>
Mr T Wilkinson	<a href="mailto:twilkinson@george-spencer.notts.sch.uk">twilkinson@george-spencer.notts.sch.uk</a>
Mr D Simpson/Mrs S Wilson	<a href="mailto:dsimpson@george-spencer.notts.sch.uk">dsimpson@george-spencer.notts.sch.uk</a> / <a href="mailto:swilson@george-spencer.notts.sch.uk">swilson@george-spencer.notts.sch.uk</a>
Mrs C Ollis	<a href="mailto:collis@george-spencer.notts.sch.uk">collis@george-spencer.notts.sch.uk</a>
Mr D King	<a href="mailto:dking@george-spencer.notts.sch.uk">dking@george-spencer.notts.sch.uk</a>
Miss R Jackson	<a href="mailto:rjackson@george-spencer.notts.sch.uk">rjackson@george-spencer.notts.sch.uk</a>
Mr M Powell	<a href="mailto:mpowell@george-spencer.notts.sch.uk">mpowell@george-spencer.notts.sch.uk</a>
Miss K Mulenga	<a href="mailto:kmulenga@george-spencer.notts.sch.uk">kmulenga@george-spencer.notts.sch.uk</a>

### What if I need Help?

1. Your **first port of call** should be your Learning Manager or Mrs Mockridge. You will be advised appropriately.  
Year 12 issues will be directed to Miss Coell-Pemberton and Year 13 issues will be directed to Mrs Fawcett.

If you require support with Careers information and guidance then please contact Ms Lesley Stanley our Futures representative [lstanley@george-spencer.notts.sch.uk](mailto:lstanley@george-spencer.notts.sch.uk) to arrange an appointment

### Being Informed

1. Phone the office if you are ill – **0115 9170100** or via email **kmockridge@george-spencer.notts.sch.uk**. If you going to attend a course, interview, Open Day etc. – inform subject teachers, Learning Managers and Mrs Mockridge
2. Check email **every day**. Staff will use this to contact you.
3. Use email to contact staff, keep them informed about any issues.
4. Check the Sixth Form Notice Boards regularly.

## Studying in the Sixth Form

You will have non-contact periods that are to be used for Independent Study. Whilst we appreciate that you may want to have a short break, we expect you to use this time effectively for your studies.

- Consistently aim to produce work of a standard that is acceptable to your subject teacher and that reflects your best efforts.
- Always make a real effort to meet course requirements and review your progress regularly with the support of your Learning Managers.
- If you need any help with study skills, ask for advice and assistance from your Subject Teachers or your Learning Manager.
- Use the Sixth Form Study Centre as a quiet area to focus on your studies. You can also use any spare classrooms that are available. The Common Room is an informal study area.
- Complete all homework/coursework to the best of your ability
- Meet all deadlines
- If you take on a part-time job, then keep the number of hours worked within reasonable and sensible limits. **If you work in excess of 10 hours a week, you can expect your studies to be affected and you should question your priorities.**

## Pastoral Support

If you have any worries or would like advice on anything at all, whether it is related to your studies or not then please see Mrs Mockridge, our Pastoral Support Assistant who will be able to help you. (Based next to the Study Zone)

## Study Areas in the Sixth Form

There are two main areas that are designated Sixth Form Study Areas.

1. **6<sup>th</sup> Form Resource Centre** – This is a silent working area. There are computers/books/periodicals and desks available for private study. If you are not using the facility properly you will be asked to leave.
2. **Study Zone** – This room is a study area Periods 1-5. If you wish to listen to music whilst you are studying this is allowed but it will need to be your own personal device. If you are wasting time in here, you will be asked to get on with some work unless it is break or lunchtime.

If there are free rooms available you may use them for independent study. There are also a number of computer suites and computers available in classrooms, which can be used if the rooms are available or the teacher is happy for you to work in the room.

**Please note that Lower Site Resource Centre is for main school only as this is used as a teaching area.**

## Timetable

**Year 12 students** register every morning (except Wed) 8.50 am – 9.15am. **Year 13 students** register with their Learning Manager at least once a week and use the additional registration sessions to complete requirements of Pastoral programme and Career progression.

Most Year 12 students study 3 A Level subjects or equivalents. Some students may also select to do the EPQ or Core Maths and some students may be studying 4 A Levels.

Most Year 13 students study 3 A Level subjects or equivalent, EPQ or Core Maths are also available if timetable permits. Some subjects have a work placement element as part of the course and in some cases, students may have organised work experience to support their career progression. Additional supported study sessions may be added to your study programme and inline with 'Student Status'.

# Student Status

## Privileges and Intervention

GOLD	SILVER	BRONZE
Free to leave the Academy during non-contact periods	Two hours of non-contact study to be timetabled as supervised study.	All non-contact periods to be timetabled as supervised study in the Study Zone
'Well done' postcards x Prize draws	Free to leave the Academy during other non-contact periods	Regular mentoring with Post-16 Team/ Leadership
Celebration lunch*	Meeting with Post-16 Leadership/ Learning Manager as required	Period 6 to be allocated as required to support progression
Rewards Trip**	Period 6 to be allocated as required to support progression	Students may be issued with: 'Attitude to Learning' report to be completed each lesson signed by Post16team/Parents or 'Attendance and Punctuality' report

\* For achieving 100% Attitude To Learning score for a

complete term \*\* For maintaining Gold status for a year.



# Student Status

## Criteria

	<b>GOLD</b>	<b>SILVER</b>	<b>BRONZE</b>
<b>Attendance</b>	Minimum 97%	Minimum 95%	Below 95% Any student with an attendance % of below 95% for two consecutive half terms may be asked to leave the Sixth Form.
<b>Progress</b>	Making excellent progress towards targets in all subjects	Making good progress towards targets in at least two subjects	Limited progress towards targets in two or more subjects
<b>Attitude To Learning</b>	Minimum 95%	Minimum 75%	Below 75%. Any student with an Attitude To Learning score of below 50% may be asked to leave the Sixth Form.
<b>Dress Code</b>	Always follows dress code	Usually follows dress code	Some issues with following dress code

## Registration/Guidance

### Year 12

You will register with your Learning Manager **four** times a week – Mon, Tues, Thurs, Fri 8.50am-9.15pm. Registration will include themed assemblies, current affairs discussions, learning skills, learning reviews and careers/uni prep. **Please be aware that you will be sanctioned if you are absent from registration and lessons without authorisation.**

### Year 13

In Year 13 we expect students to be more independent and as such the support and guidance required is variable but continuous for all. Registration sessions will be used for small group meetings as directed by your Learning Manager, each student will meet with their Learning Manager each week. When not attending allocated sessions the time is to be used for personal careers research, uni prep, skill development as directed by your Learning Manager.

## Session Times and Attendance

The Sixth Form is open from 8.30am until 5.30pm. You are required to attend all sessions including registration, all timetabled subjects and pastoral sessions. Your attendance will be monitored; by your Learning Managers, Mrs Mockridge and Subject Staff, this will form part of the Study Programme agreement. However, the biggest challenge for you when staying on in education is managing your time when you are not in lessons. Taught sessions are only part of your programme and it is up to you to organise your time effectively whilst you are at Sixth Form.

If you know you are going to be absent then please inform Mrs Mockridge (Pastoral Support Assistant) – **0115 9170100** or via email **kmockridge@george-spencer.notts.sch.uk**. If you are absent due to illness, please contact the Sixth Form by 9.00am on the first day of absence. If you do not contact the Sixth Form, then please expect a phone call. Please also inform your subject teachers and make arrangements to collect and discuss any work missed.

### It is your responsibility to copy up any work missed

Attendance will be closely monitored and if you are absent without prior notice then your parents/guardians will be contacted via GROUPCALL.

## Extended Project Qualification (EPQ)

The Extended Project qualification will be offered to all students. The EPQ is in the main an independent project. Skills sessions will be delivered each week by your EPQ coach (teacher). Throughout the year they will offer advice and guidance to support you completing the project.

### What do Unis say about the EPQ?

- **University of Southampton:** 'Students could use their project at interview stage and / or in their UCAS personal statement. Certain courses at the University will count 'A' grades achieved in the extended project towards their entry criteria.'
- **University of Manchester:** 'The skills that students develop through the Extended Project are excellent preparation for university-level study.'
- **University of Liverpool:** 'We encourage candidates to draw upon their experience of undertaking the project when writing their personal statement.'

## Enrichment

In the Sixth Form it is important for you to focus on your studies. However, you also need to be aware that future employers and University Admissions tutors will want to know about additional contributions you have made to the Sixth Form and/or community. There are a number of opportunities already available such as Sixth Form Magazine, Peer Mentor, Subject Mentor, Charity Events, Sport, Masterclasses, Brilliant Club, Debates, First Aid courses, Swing Band, Drama, Film Club. If you fancy yourself as a bit of a Richard Branson there is the Young Enterprise Scheme and The Duke of Edinburgh Award Scheme which also offers students a fantastic opportunity to develop Leadership skills.

If you don't like what is happening in Sixth Form, then why not join the Sixth Form Council. This is your opportunity to bring about change. Lead the team as the Chairperson, organise social events – Social Secretary, good with money what about becoming the Treasurer.

You might want to start your own club – all suggestions are warmly welcomed. The skills you develop through getting involved will be of great benefit to you when applying to University/Employment. This is your opportunity to make a difference so don't waste it.

## **Community Action (Year 12)**

George Spencer Academy has always prided itself as being part of the wider community and, in that spirit, students are required to complete a Community Action program to help give something back. Students are to give 35 hours of their time over the year to helping out in a voluntary capacity.

The main aim of Community action is to give students a sense of accomplishment and valuable experience that they can use when applying for jobs, apprenticeships and university. Many competitive courses such as medicine, nursing, midwifery, law, physiotherapy or teaching require applicants to have good experience to be successful in their application. Community Action would certainly help applications towards these courses as well as giving students a greater appreciation of the community and good transferrable skills. This is separate from work experience completed later in the year as the main focus is on volunteer related work.

### **When would this need to be completed?**

All students need to complete 35 hours over the course of the year. This can be done as 1 or 2 hours a week at a regular placement or complete it all in one go at a single placement. Students will need to complete a form to show the hours that have completed and when they have completed them – these will be monitored by the Learning Manager.

### **What counts as Community Action?**

This is very flexible but needs to be regular so students can complete 35 hours. Below are possible examples of Community Action placements:

- Tutoring lower down the school
- Assisting in LINK with physiotherapy
- Visiting care homes
- Placement at a local primary school
- Volunteering at a Vets
- Setting up a club (sports for lower years?)
- Volunteering in a subject and helping out in classes for lower years
- Mentoring students in Key Stage 3 or Key Stage 4
- Placement at a charity shop
- Organizing events around school

If students think of another placement they would like to complete they need simply to check it with their learning manager.

## **Recording Community Action**

Community Action is to be recorded on a regular basis on a record sheet that they will be handed in late September when Community Action is officially launched. They will need to record signatures to confirm every time they have attended as well as a summary of their actions. Students will also need to list a contact number and name of the supervisor of their community action.

## **Planning for the Future**

At George Spencer we know that it is important for students to be fully prepared for their progression to Higher Education/Apprenticeships/Employment. All students follow a structured programme through the Pastoral curriculum including: - research, CV writing, personal statement preparation, interview techniques etc. We also support students requiring additional admissions tests for Oxbridge and competitive courses (STEP,BMAT,UKCAT,LNAT) We invite representatives from a number of local universities and organisations promoting apprenticeships to ensure that students are fully aware of alternative progression routes.

If a student is wishing to carry on to university we do recommend they start researching potential courses early and look at entry requirements. During Year 12 students have the option to do this at school using the Unifrog website – this website compares thousands of universities, apprenticeships and other educational opportunities for students to choose from. Unifrog will also help students write their personal statements for university or offer advice on CVs and cover letters for apprenticeships.

University open days also begin as early as September and this is fantastic opportunity for those aspiring to university to visit and have a look around. It will be a chance to ask questions as really explore future opportunities. Students need to make sure they are proactive in their research and make best use of the resources to help them find the best path forward.

## **Work Experience/Work Placement**

All students in Year 12 are expected to plan their own work experience placement with the support and guidance of their Learning Manager, Miss Coell-Pemberton and Mrs Brown. The work experience must be related to future career options and a structured programme. Ideally work experience should be taken during the allocated time on the calendar following summer exams. Sometimes this may not be possible and this will need to be discussed with their Learning Manager. Once you have secured a work experience placement you will need to complete a work experience form on Moodle. Miss Aram will then confirm with the organisation and do all the checks required.

Some courses have a work placement as an integral part of the course and there may be some students who supplement their studies with a placement that helps them prepare for a future career path.

We also have the advice and guidance of a Futures representative who will be able to offer support with completing applications and career planning.

**Work Experience Dates are 09/07/2018 - 13/07/2018**

## **Student Support Policy**

Students at George Spencer Sixth Form need to maintain the equivalent of 3 A Levels in their timetable. Ultimately our aim is to ensure that students complete all of their chosen A Level courses. However, there are some students that require more direction than others to ensure successful completion. For these students it is important that they are aware of the potential implications of failing to meet any of the criteria below. As a result of this it is important that there is a clear evidence trail leading to any decision as to the continuation of students on a course.

### **Our expectations of Students**

- Show respect for all our students, staff and the environment
- Develop and take responsibility for your own learning and make every lesson count
- Attend all lessons and be Punctual
- Do all the preparation necessary to the best of your ability and meet deadlines
- Take a positive attitude to learning, commit to the course and complete successfully
- Respond positively to Feedback
- Allow others to learn
- Seek help when needed
- Keep the Sixth Form a safe and friendly environment
- Become involved in the Sixth Form activities and be open to personal growth and development

#### **Level 1 (Normal classroom monitoring)**

- Failure to meet college expectations as detailed in the student handbook (see above) **or**
- Assessed work is not within 1 grade of target grade

#### **Action Required**

- **FACULTY** intervention (retain evidence)
- **PARENTAL** contact (retain evidence)

#### **Level 2 (Alerting Sixth Form Team)**

- Consistent failure to meet college expectations within lessons **or**
- Failure to meet deadlines on consecutive occasions **or**
- Assessed work not within 1 grade of target grade on consecutive occasions

#### **Action Required**

- Students to be placed on **Subject Support Contract**
- Organise **Regular** Supported Study sessions (with relevant faculty/6<sup>th</sup> form PSA)
- **Inform** Post 16 team (including learning manager, PSA)
- **Parents must be contacted** to discuss Subject Support Contract
- **Review** of Contract at the end in consultation with student and parent, inform 6<sup>th</sup> form team

#### **Level 3 (Contract and Final Decision)**

- Failure to meet the requirements of the subject support

**Prior to placing a student on a contract, the relevant Curriculum Leader or teacher should contact the sixth form team, with evidence that the above steps have been followed.** A meeting will then be organised between the student, parents, a member of the sixth form team, and relevant teacher/Curriculum Leader where clear targets can be set. At this meeting, parents and student will be made aware of the potential implications of the contract. The Students will then follow this contract (2-3 weeks). Subject Teachers and Learning Managers will monitor progress of the contract on a lesson-by-lesson basis. **Students will be expected to attend supported study sessions, monitored by Sixth Form PSA or subject teacher.**

At the end of the contract, parents will be invited to attend a meeting with a member of the Sixth Form Team and **an evidence-based decision** will be made as to whether the student should continue with the course.

## **Not happy with the Subjects Chosen?**

### **Dropping a Subject**

When considering dropping a subject you must think carefully about the long term impact. Some points to consider.

1. Do you need this A Level for your future career?
2. Could you complete the AS then drop the course? This will provide you with additional points for university.
3. You need to be confident that the 3 AS courses you continue with you are going to pass at the end of Year 12 to be able to continue to Year 13.

### **Procedure**

1. Before you drop a subject **you must** discuss any issues with your subject teacher and Learning Manager.
2. If the issues are related to a difficulty with the subject that requires monitoring before a final decision is made, then your subject teacher will issue a 'Subject Intervention' form which will help to support you in your studies before making a final decision.
3. You will be closely monitored before a final decision is made.
4. If the issues cannot be resolved then the 'Dropping a Subject' Form, must be completed. This can be collected from Mrs Leech. This must be completed and signed by your subject teacher, parent/guardian and Mrs Fawcett.

**You cannot drop the course until the form has been returned to Mrs Leech.**

**Final Deadline for dropping a Course is Friday, 29<sup>th</sup> September**

### **Changing a Subject**

If you wish to change a subject then you will need to complete a 'Changing a Subject' form, this must be completed by **Friday, 29<sup>th</sup> September**. This form can be collected from Mrs Leech. Initially you must discuss any problems with your Subject Teacher and Learning Manager. It will then be necessary for Mrs Fawcett to discuss the possibility of you joining a new subject with staff concerned before a decision is reached.

**You must not swap to another subject area until the paperwork has been completed.**

**We are committed to maintaining small class sizes as we feel this enables students to achieve the best support. Therefore, any course changes are only possible if there is space available on the course.**

**Final Deadline for changing a course is  
Friday, 29<sup>th</sup> September**

## **Examinations**

Please ensure you know the Examination Boards for each of your subject areas and Unit Codes for each Module. Record this information in your planner.

Please ensure you check all Statements of Entry carefully and contact Catrina Gillborn if there are any problems with your entries.

Please make sure you know when your examinations (**do not book any holidays until you are absolutely sure your examinations are finished**) are and ensure you arrive on time for all examinations.

**If you fail to arrive for an examination you will be charged for the cost of the examination.**

## **Examination results**

### **'A' Level Results 2018 – Thursday, 16th August**

On results day staff will be available to give advice. Certificates will arrive in Sixth Form in November. You can collect your certificates in person alternatively you can provide 4 x First Class stamps and your certificates can be sent recorded delivery.

## **16-19 Bursary Fund Policy 2017/2018**

### **What is the 16-19 Bursary Fund?**

The fund is made available from the government through its funding body - the Education Funding Agency (EFA) for 16-19 year olds - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers. The 16-19 year old bursary scheme has been put in place as a partial replacement for Education Maintenance Allowance.

### **Who is eligible to apply for 16-19 Bursary Funding?**

Students following government (EFA or ESFA) funded full time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria:-

- Students aged at least 16 and under 19 years of age on 31/08/17 who are in care, are leaving care, are in direct receipt of Income Support or Universal Credit, or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments.
- Students aged 19 or over and have an Education Health and Care Plan (EHCP).
- Students aged 19 or over at 31/08/17 and continuing on a study programme they began aged 16 to 18 ('19+ continuers')
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties.
- Students who have been in care, on probation, are young parents or are otherwise considered at risk.
- Unaccompanied Asylum seekers
- Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP).
- Lone parents

### **Who is NOT eligible for 16-19 Bursary Funding?**

- Students under 16 years of age or over 19 years of age on 31/08/2017.
- Students who do not meet the residency qualifications.
- Accompanied asylum seeking children (under 18 with an adult relative or partner). Generally, asylum seekers are not entitled to public funds. However, Institutions can provide in kind student support such as course related books, equipment or a travel pass.



## **How does the Academy assess applications and allocate 16-19 Bursary funding?**

The 16-19 Bursary Fund is a limited fund and the Academy will prioritise allocation. There will be 3 priority groups, categorised as high, medium and low.

### ***High priority***

Students aged under 19 on 31/08/17 and who fall into one of the following categories:

- Are currently in care (as defined by social services)
- Are leaving or have recently left care
- Are in receipt of Income Support or Universal Credit in their own name.
- Are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments.

Eligible students will be guaranteed a £1,200 bursary plus support for other costs such as transport, equipment etc.

*Payments will be made on a bi-termly basis (i.e. 6 times per year)*

### ***Medium priority***

Students who fall into any the following category:

- Have a gross annual household income of below £20,000.

Eligible students in this group, if they apply to the 16–19 Bursary Fund by 30 September 2017, may be eligible for a contribution towards:

- A bursary of £200, if aged under 19 on 31 August 2017, dependent on meeting agreed attendance and progress criteria.  
This will be subject to availability of funds.

*Payments will be made on a termly basis (i.e. 3 times per year)*

### ***Low priority***

- Have a gross annual household income of between £20,000 and £25,000

Those in the low priority group will be considered for funding based on the Academy allocation and subject to available funding after those in the high and medium priority groups have been awarded. Students in this group may receive a contribution of up to £100 maximum towards the cost of essential course equipment and transport costs which could include :-

- Course equipment - text books or revision guides
- Trips related to subjects – 50% of total cost with a maximum contribution of £50.
- Re-sit costs – 50%
- Travel costs according to distance – help with public transport costs if you live more than 2 miles away from Sixth Form and on production of tickets.

*Pre-approval for the above items will be required before any payments will be made. Payments will be made on as and when required basis.*

**Students qualifying for the full bursary will be dealt with on a priority basis and all other payments will be made subject to final applicant numbers.**

## Resources

### Books

You will be provided with books for most of your A Level courses. Failure to return the books at the end of the course or when you leave will mean that an invoice will be sent to you to cover the cost of the resources.

### Computer/Internet Access

If there is abuse of the system in particular the downloading of inappropriate material, you will lose access to the computer system, a letter will be sent home and you may also be excluded. **It is your responsibility to keep your password safe and check the contents of your H drive at regular intervals.**

There are a number of computers available in the Sixth Form Resource Centre and within the classrooms. There are also a number of suites around the school, which you can use provided you ask permission from the member of staff using them. You will require a user name and password to gain access to the services available. If you are unsure how to access the computers, please ask the Information Manager located in the Resource Centres. You are able to access your home drive, intranet and email via the home school link. To find out more information log onto [moodle.george-spencer.notts.sch.uk](http://moodle.george-spencer.notts.sch.uk)

### Catering

We currently use a cashless catering system called sQuid which you will need to apply for during your first week. The cost of the sQuid card is £5.00. The sQuid system allows you to pay for trips and outings and it is also programmed to allow you access to the school site when the gates are closed during the school day. You can still bring your own lunch if you so wish.

### Fire Regulations

When the fire bell rings leave following the directions of your subject teacher (If in a lesson). If you are not in a lesson but in the Sixth Form area, then please meet at the car park alongside the Sixth Form. If you are in any other part of the school meet in the cage on Upper or Lower Site as directed.

### Motor Vehicles

If you wish to bring a vehicle onto school premises you must complete a Vehicle Information form and hand to Mrs Leech. Please make sure you read and complete all of the details indicated on the form. You must also ensure you have the documents available to be checked when applying for permission.

If you do not adhere to the rules in terms of parking in an appropriate space or driving without due care and attention this may result in you not being allowed to park your vehicle on site.

### Smoking

The school site is a **Non-Smoking site**, this includes driveways. Clearly we would prefer you not to be smoking for your health and the impression it gives to younger students in the school. If, however, you feel you have to smoke then please make sure you are not in view of any part of the school, take a walk well away from the school.

If you require support for quitting smoking, we have a school nurse who I am sure will be happy to discuss this with you.

## UCAS Calendar

### 2017

- June/July** You begin to write personal statements and meet with LMs.  
**July** UKCAT tests begin  
**August 17th** Collect AS results.  
**Sept** Decisions made on courses & institutions  
Personal statement completed. UCAS on-line application completed.  
LNAT, BMAT tests  
**Sept** Subject staff will complete reference on UNIFROG  
**Sept 22nd** GSA internal deadline for Oxford, Cambridge, Medical, Dentistry, Veterinary Science.  
**Oct 15th** UCAS applications have to be sent to UCAS by this date for Oxbridge, vets etc.  
**Nov 3rd** Our deadline for completed UCAS forms

### 2018

- Jan 15th** Applications received by UCAS after this date are **LATE**.  
**Feb** Check deadlines for rejecting or accepting offers  
Apply for Student Finance  
**Mid-March** UCAS Extra triggered for eligible candidates  
**End March** Universities must tell UCAS their decisions on applications made by the mid-January deadline  
**End April** Students must reply to their offers by this date  
**April/May** Students choose one or two offers to "keep" - one firm offer and one insurance offer. Deadline set by UCAS individual to student  
**End June** UCAS stops accepting late applications.

**Results Day Thursday 16<sup>th</sup> August**

## Calendar 2017-2018

Date	Year 12	Year 13
05/09/2017	Collect timetables 10 – 2pm Transition Work & Step Up	<b>INSET DAY</b>
06/09/2017	Registration 9:30am Learning Managers	Registration 9:50am Lessons start 10.15am
14/09/2017	Parents Meeting – Intro to Sixth Form 6pm – 7pm	
27/09/2017	<b>CHALLENGE DAY 1 - Tutor Review Day (No Lessons)</b>	
28/09/2017	Parents meet Learning Managers/Target Setting 4pm – 7pm	
02/10/2017 - 05/10/2017	<b>Assessment Week (Year 12 &amp; 13) (1)</b>	
<b>06/10/2017</b>	<b>INSET DAY</b>	
12/10/17 - 18/10/2017		<b>Year 13 Assessment Point 1 Reporting</b>
19/10/2017 - 08/11/2017	<b>Year 12 Assessment Point 1 Reporting</b>	
16/10/2017 - 20/10/2017	<b>SIXTH FORM RAG WEEK</b>	
19/10/2017	<b>SIXTH FORM OPEN EVENING ( Entry Sept 2018)</b>	
<b>23/10/2017 - 27/10/2017</b>	<b>HALF-TERM</b>	
02/11/2017	<b>CHALLENGE DAY 2 (Taster Days Yr 11- No lessons)</b>	
06/12/2017 - 08/12/2017		<b>Mock Exams Year 13 only</b>
<b>30/11/2017</b>	<b>INSET DAY</b>	
05/12/2017	Year 12 Careers Day	<b>CHALLENGE DAY 3 (Lessons as normal) Year 13 Study Day</b>
07/12/2017 – 13/12/2017		<b>Year 13 Assessment Point 2 Reporting</b>
15/01/2018 – 19/01/2018	<b>Assessment Week Year 12 only (2)</b>	
25/01/2018 – 31/01/2018	<b>Year 12 Assessment Point 2 Reporting</b>	
<b>23/12/2017-07/01/2018</b>	<b>CHRISTMAS HOLIDAY</b>	
<b>08/01/2018</b>	<b>INSET DAY</b>	
01/02/2018		<b>Year 13 ONLY Progress Evening 4:00pm – 7:00pm</b>
15/02/2018	<b>Year 12 ONLY Progress Evening 4:00 – 7:00pm</b>	
<b>19/02/2018-23/02/2018</b>	<b>HALF TERM</b>	
06/03/2018	<b>CHALLENGE DAY 4 (Lessons as normal)</b>	
01/03/2018 – 14/03/2018		<b>Year 13 Reports</b>
19/03/2018 – 23/03/2018	<b>Assessment Week Year 12 only (3)</b>	
22/03/2018 – 28/03/2018	<b>Year 12 Assessment Point 3 Reporting</b>	
<b>30/03/2018 – 13/04/2018</b>	<b>EASTER HOLIDAY</b>	
18/04/2018	<b>CHALLENGE DAY 5 (Lessons as normal)</b>	
<b>28/05/2018 – 01/06/2018</b>	<b>HALF TERM</b>	
27/06/2018	<b>CHALLENGE DAY 6</b>	
28/06/2017	<b>CHALLENGE DAY 7</b>	
<b>29/06/2018</b>	<b>INSET DAY</b>	
29/06/2018	<b>SIXTH FORM BALL (Provisional)</b>	
09/07/2018 – 13/07/2018	Work Experience	
16/07/2018	<b>Year 12 return to lessons</b>	
<b>25/07/2018</b>	<b>SUMMER HOLIDAY</b>	