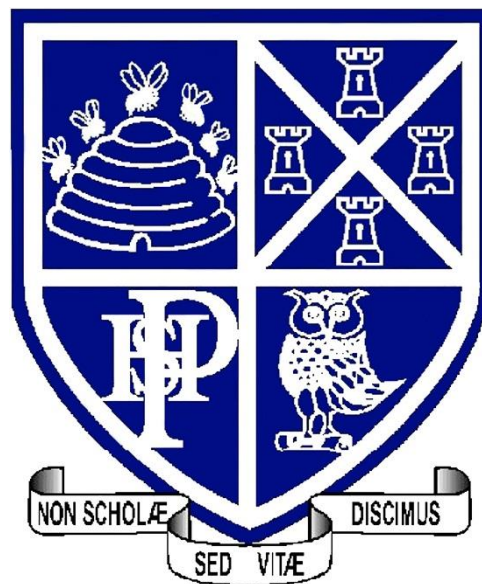


Plymouth High Sixth Form, *maximising your post 18 opportunities*

# Plymouth High School

## Sixth Form

## Handbook



***“For life not school we learn”***

St Lawrence Road, Plymouth PL4 6HT

Tel: 03333602230

Head of Sixth Form: Alan Jenkins, [A.Jenkins@tsatrust.org.uk](mailto:A.Jenkins@tsatrust.org.uk)

Sixth Form Administrator: Karen Mills, [K.Mills@tsatrust.org.uk](mailto:K.Mills@tsatrust.org.uk) 07808768016

website: [www.phsg.org](http://www.phsg.org)

# Plymouth High Sixth Form, *maximising your post 18 opportunities*

## The vision for our Sixth Form

- ❑ A **community** that enables you to successfully progress onto your best next step
- ❑ Giving you a **positive support network** including your peers, teachers, tutors and the team!
- ❑ Making decisions that you may not fully appreciate now but **will do later in life!**
- ❑ Providing you with an experience that **effectively** prepares you for Post-18 life and beyond

## A simple expectation of our sixth formers

*That you treat your **Sixth Form studies** and your own **Studentship** as a full time profession. It needs to be your number 1 priority if you are to successfully achieve your best next step and keep on top of your mental health.*

## The key compulsory elements of the Sixth Form Study include the following:

1. Registration/Assembly – each day 8.40 – 9.05
2. A Level Examination courses (3 and in a few cases 4 subjects)
3. One Enrichment course: Extended Project, Further Maths or Core Maths lessons unless studying 4 A Levels.
4. Supervised Study Lessons as per your timetable (one subject specific session per A level, per week).
5. Personal, Social and Health Education lessons: Information, advice on a variety of issues as well as guidance for careers, higher education every week for ALL students. Your tutor will share the programme with you.
6. Tutorial programme lessons: study skills, academic enrichment and monitoring of your progress
7. Careers Interviews (*optional but highly recommended*): as requested by you, or invited to, by Mrs Longford.
8. Core PE, optional & encouraged – once signed up you must attend.

## Attendance at all of these is mandatory

### **Lesson Times**

Registration	8.40 to 9.05 (Assembly on a Monday)
Period 1	9.05 to 10.05
Period 2	10.05 to 11.05
<b>Break</b>	11.05 to 11.30
Period 3	11.30 to 12.30
Period 4	12.30 to 13.30
<b>Lunch*</b>	13.30 to 14.30
Period 5	14.30 to 15.30

*\* Students **must** sign out and then back in again if they leave the site so our fire register is accurate*

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## Your Sixth Form team

Meeting the  
Sixth Form  
team  
#squadgoals



**Mr Jenkins** Head of Sixth Form



**Mrs Mills** Assistant to the Head of Sixth



**Mrs Catchpole** Attendance and Sixth Form study centre co-ordinator



**Ms Findlay** Assistant Head of Sixth - UCAS



**Mrs Longford** Careers Advisor

## The Challenge of A levels

Studying for A Levels is particularly demanding and it is vital that students become responsible for a much greater percentage of their own learning during Sixth Form. This means that they will be encouraged to think for themselves. They must take the opportunity to undertake independent study wherever possible during their study periods in school but also at home.

A level courses are studied over two years and measurement of progress will be by internal assessments throughout the course. This will include formal examinations at the end of Year 12 which helps ensure students are on track, and also provides valuable information for predicting grades for university applications and writing accurate and informative references. Students must achieve a D grade or higher from their end of year 12 mock to ensure they are ready for the challenge of A2.

## Studying for A levels is very demanding on time, and energy, and the time is very short

- **GREAT** attendance and punctuality are fundamental to success
- Research suggests that just a 10% drop in attendance equates to a student dropping a whole A Level grade

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- We do not frown on part-time paid employment in principle but students should avoid:
  - a) taking midweek shifts
  - b) taking on too much work, nor at inappropriate times, we suggest a maximum of 8 hours per week. Please remember that you need time to look after yourself including rest.

As always both prospective employers and University admissions tutors will ask for the number of unauthorised absences a student has had.

Holidays during term time will **not** be authorised.

### Overview of attendance

100%	Perfect
97% - 98%	Excellent
96%	Slight Concern
93%	Cause for Concern

- You must attend school when you have lessons and timetabled supervised study periods.
- If a student's attendance is above 96%, then you may self-certify absence via email to [K.Mills@tsatrust.org.uk](mailto:K.Mills@tsatrust.org.uk) or ring school phone Ext 05057, or text sixth form mobile 07808768016.
- If their attendance is below 96%, then all absences will need to be authorised by a parent/carers, and documentation may be required e.g. proof of appointments, and the student will be expected to meet regularly with their tutor.
- If attendance falls below 90% students, and in some cases, their parents too, will be called to a meeting with the Head of Sixth Form and together with their parents we will discuss a way forward.
- **At all other times** due to Fire and Safety regulations you **must** sign in/out as appropriate in the "Signing in/out Book" in the main school reception.
- All students should aim for a target attendance of 100%. Students eligible for the School Bursary Fund require a 100% attendance rate to registration and subject lessons in order to avoid a reduction in payments and it is **your responsibility** to register and attend all lessons at the appropriate times. In addition, progression from Year 12 to Year 13 is dependent upon a very good attendance and punctuality record.
- It is most important for your progress that you do not take time off school.
  - You are not to arrange holidays during lesson time.
  - If you need to be off school during lesson time you must apply for 'leave of absence' (forms available at Sixth Form Student Services), stating your reasons, well in advance. Unless

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approved, absences will be recorded as unauthorised. Permission for leave of absence cannot be granted retrospectively

- Appointments should not be made in school time, however, if you have an unavoidable dental/medical appointment or a driving test during school time you must sign out and back in again (as appropriate) at Sixth Form Student Services. A Leave of Absence is required on these occasions and proof might be requested.
- Students who feel unwell during the school day need to see the Head of Sixth Form or Assistant to the Head of Sixth Form for permission to go home.
- Only absence from classes for academic reasons to do with your courses (e.g. interviews, university open days) will NOT count on your absence record.
- You should **not** arrange Routine Medical Appointments during School time.

### **Morning Tutorial Attendance**

- You must register in person with your tutor in your tutor room at 8.40am
- If you are late for morning tutorial with your tutor, you must sign in the book in our main school reception.
- Year 12 Students are expected to attend registration even if they have no lesson period 1 or 2. They should be in school every morning. This is to develop good work habits and work routines as well as to ensure the Tutor can pass on important messages and keep an eye on their progress and wellbeing. In the Spring term attendance at registration may be reviewed where we switch to conduction more in-depth 121 interviews.
- **Punctuality** is viewed as an aspect of good personal organisation. Both attendance and punctuality will be commented upon in references for university and/or employment. Letters will be sent home regarding unauthorised absence and poor attendance/punctuality records.
- **At all other times** due to Fire and Safety regulations you **must** sign in/out as appropriate in the "Signing in/out Book" in the main school reception.
- All students should aim for a target attendance of 100%. Students eligible for the School Bursary Fund require a 100% attendance rate to registration and subject lessons in order to avoid a reduction in payments and it is **your responsibility** to register and attend all lessons at the appropriate times. In addition, progression from Year 12 to Year 13 is dependent upon a very good attendance and punctuality record.
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### **CLAW – Our Sixth Form Perspective**

Culture of independent study and guided specialist support

Learning and thinking about how I learn and revise best

Attendance being central to my success

Why am I here and what is important for me and my next steps?

### **The Sixth Form Study Centre (SFSC)**

We are very fortunate to have the Sixth Form study centre as a base for our students. With plenty of study space, a kitchenette, network computers and a printer, it is a space where students can come at any time of the school day.

During lesson time the SFSC is a quiet study zone, then at break time and lunch sixth formers are free to use the SFSC to relax and have a break from the school day. We ask that students remain respectful of the school's and each other's property and do not let noise get out of hand in the SFSC.

We ask students to take pride in their environment and to keep the Sixth Form Study Centre tidy. Each one of our sixth formers is expected to contribute to this effort in the interests of all. Furniture and equipment must be looked after. At the end of each day the floors and tables should be left clear and the kitchen area should be clean with all dishes washed.

### **Library**

The library is a light and welcoming space for students to study, browse or relax with a good book. There are network computers and laptops available for students to use in the library computer room. When using the library, the norm is that you work or read in silence unless directed otherwise by your teacher or librarian present.

### **Independent study**

#### **In school**

The Sixth Form Study Centre is to remain a place for quiet study during lesson time. Certain areas will be reserved for supervised study sessions, whilst others will remain a quiet work zone where the noise from one table should not impact the ability for others to work on surrounding tables. For each of your A level subjects per week you will be assigned a subject specific study period. These sessions will be completed and registered in the SFSC by Mrs Catchpole.

Your teachers will guide and support you as to how you should best utilise these sessions. For your other non-contact lessons, you are to use the study centre to complete work. We believe that this will support your mental health by allowing you the opportunity to

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remain on top of your studies and the ability to do all the things on offer to you once you leave Sixth Form each day.

### **At home**

By completing study within non-contact periods and supervised study students should be keeping up with set work from each of their subjects. We would still advise an hour a day at home. Whether working, discussing or reading around their subjects, keeping your learning at the forefront of your minds instils a great work ethic for now and the future.

### **5-50-5**

The structure for your non-contact periods will be a 5-50-5 model where the first 5 minutes allow you to get settled and prepare for your session, followed by 50 minutes of quiet/silent study and then 5 minutes at the end to pack away and get ready for the next lesson.

### **Dress Code - Appearance matters!**

**You Must Also Wear Your ID Badge, Clearly Visible at All Times When on School Premises.**

Whilst there is not a uniform as in Years 7 to 11, you should refrain from wearing clothes considered by your tutor/Head of Sixth Form or school staff to be unsuitable. Just as Staff are asked to wear presentable clothes for a working day, so we expect students to be similarly dressed, in presentable and appropriate clothes, as you are attending a place of work.

### **Communication with students**

It is vital that subject staff and tutors are able to contact students on a regular basis. Details of events and other important issues are communicated to students via the school e-mail system.

All students should **check their school e-mail account on a regular basis.**

We also ask all Sixth Form students to send a text with their full name to the **Sixth Form mobile phone 07808768016** so we can also send them urgent reminders or messages.

### **Communication with parents**

If students or parents have any concerns then please contact the personal tutor in the first instance, or the Head of Sixth Form. Names and contact details are at the back of this booklet.

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It is essential that the student, parents and staff at school work together to achieve the very best outcome possible. **Please update parental contact details with the Sixth Form Administrator if they change at any time.**

### **Life after Sixth Form**

“For life not school we learn”

PHSG offers opportunities and encourages students to attend university open days, careers fairs, talks and events with the aim of showcasing everything there is to offer for life after sixth form.

### **Higher Education and Careers**

At PHSG we have a full programme of support for students as they consider their futures. Appropriate information and guidance are available which draws upon the expertise of experienced staff.

### **University & UCAS**

Year 12 students begin their UCAS induction during the Spring term and may start their applications in the summer term, although normally Year 13 starts with students focussing on their applications in the first half of the Autumn term. A useful library of books about courses and careers is available in the Sixth Form Study Centre along with material sent to us by universities. Information is regularly sent out information to the Sixth Form via their group email or Unifrog account.

### **Oxford and Cambridge**

Students are identified early as to their ambition and suitability for choosing these courses or places of study and advice is tailored to them individually. The Head of Sixth Form oversees and coordinates those applying for Oxbridge and devises a series of support workshops and mock interviews to give them the confidence they need to shine.

### **Medicine, law, dentistry and other specialist degrees**

Specialist staff in the Science Department advise on the specific needs of medical related degrees and the specialist entry tests BMAT, UKCAT, while the Law Department guides on LNAT.

**It is the responsibility of the students to enter themselves for these tests.**

### **Mock Interviews for university**

Volunteers to conduct mock university interview are always appreciated if they have the relevant experience. Please contact the Head of Sixth Form or our Careers Coordinator, Ms Longford if parents wish to volunteer for this.



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### **Careers guidance and advice**

Students are welcome to make an appointment with Ms Longford to discuss their career plans and opportunities beyond school. Ms Longford also regularly sends out relevant information to the Sixth form via their year group email. H.Longford@tsatrust.org.uk

### **Voluntary work or work shadowing**

Voluntary work or work shadowing may take place during the school day if a student has a block of non-contact time but a letter from the organisation to prove attendance is required. Details of voluntary work placements will be referred to when writing future references. In some cases, certain university or professions require voluntary work to have been done before you apply, check course requirements early on in Year 12.

### **16-19 Access Bursary Fund**

#### **What is the bursary for?**

The fund provides help to students needing support to help them to stay in full-time education. The Bursary can be used for costs such as:

- Books and Equipment
- Course Costs such as Field Trips
- Accommodation and Meals
- Transport
- Clothing and Uniforms
- 

#### **Who can get a bursary?**

In Plymouth all schools/ academies run a joint scheme. This is made up of two parts:

##### **(a) Guaranteed Bursaries**

Those most in need will be **eligible for a bursary of £1,200 a year**. This is for:

- young people in care,
- care leavers,
- young people receiving income support or Universal Credit in their own name, and
- disabled young people receiving both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments in their own name

##### **(b) Discretionary Bursaries**

Other students who need support to help them to stay in education or training may also be able to receive funds. This year bursaries are awarded to students in the following groups:

- Students claiming Free School meals
- Students receiving Disability Living Allowance or Personal Independence Payments in their own name
- Students living in Households with income below **£28,000**

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### **How and when are payments made?**

A simple application form and further guidance can be downloaded from the school website or obtained from Sixth Form Student Services. Bursaries are paid directly in to your bank account over the school year depending on continued attendance and behaviour. If you do not attend or your behaviour is poor, you may not receive all or some of that month's bursary.

**Full details of this scheme are on the Plymouth City Council website.**

### **Your tutor will:**

- Give you a fresh start
- Be caring and supportive
- Provide feedback on your progress and set targets where appropriate
- Be a good listener and support your needs
- Be prepared to give up time to you when appropriate
- Offer good, impartial advice
- Meet regularly with you on a one-to-one basis to discuss progress along with any required issues
- Be your best supporter and stand up for you but also guide you to make good long-term decisions

### **Your Tutor Team:**

#### Year 12 Tutors

BNS	Mr Baines	<a href="mailto:E.Baines@tsatrust.org.uk">E.Baines@tsatrust.org.uk</a>
DOD	Dr Doddrell	<a href="mailto:C.Doddrell@tsatrust.org.uk">C.Doddrell@tsatrust.org.uk</a>
FIN	Mrs Findlay	<a href="mailto:L.Findlay@tsatrust.org.uk">L.Findlay@tsatrust.org.uk</a>
GRA	Mr Graves	<a href="mailto:L.Graves@tsatrust.org.uk">L.Graves@tsatrust.org.uk</a>

#### Year 13 Tutors

BLU	Ms Blunden-Currie	<a href="mailto:S.Blundencurrie@tsatrust.org.uk">S.Blundencurrie@tsatrust.org.uk</a>
ILT	Ms N Ilott	<a href="mailto:N.Ilott@tsatrust.org.uk">N.Ilott@tsatrust.org.uk</a>
LWN	Mrs Lewin	<a href="mailto:C.Lewin@tsatrust.org.uk">C.Lewin@tsatrust.org.uk</a>
MAL	Mr Mallard	<a href="mailto:R.Mallard@tsatrust.org.uk">R.Mallard@tsatrust.org.uk</a>
MCA	Miss McAuliffe	<a href="mailto:T.Mcauliffe@tsatrust.org.uk">T.Mcauliffe@tsatrust.org.uk</a>

### **Our promise and offer to you:**

- A programme of courses that is delivered by suitably qualified and effective members of staff using appropriate facilities and resources
- A friendly, caring and supportive environment helping you to achieve your best post-18 next steps

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- A tutor who monitors your progress guidance and assistance in setting targets for improvement and your next steps
- The opportunity to take part in leisure and extra-curricular activities including leadership opportunities
- Careers guidance suited to your needs with easy access to expert careers advice covering all potentials post-18 options
- Opportunities each year for your parents/guardians to come into school to discuss your progress

**We are all facing the same way and have your best post-18 next steps always in mind, this drives every decision that we make.**