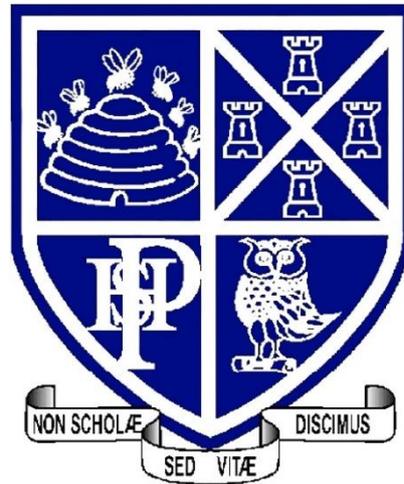


Plymouth High School For Girls



Sixth Form Students Handbook

2020 - 2021

Attendance

- a. You must attend school when you have lessons and timetabled supervised study periods.
- b. **Morning Tutorial:**
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 at Sixth Form Student Services.
- c. 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.
- d. **At all other times** due to Fire and Safety regulations you **must** sign in/out as appropriate in the "Signing in/out Book" at Sixth Form Student Services.
- e. 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.
- f. 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 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.
- g. 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.
- h. 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.
- i. You should **not** arrange Routine Medical Appointments during School time.

Good attendance and punctuality are basic to success!
Research indicates that a 90% attendance rate equates to a student dropping a whole A Level grade

Reporting Absence

If your attendance is above 97%, then you may self-certify absence via email to kmills@phsg.org or ring school phone Ext 223, or text sixth form mobile 07808768016.

If your attendance is below 97%, then all absences will need to be authorised by parent/carer, and documentation may be required e.g. proof of appointments, and you will be expected to meet regularly with your tutor.

If your attendance falls below 90% you will be called to a meeting with the Head of Sixth Form and your parents to discuss a way forward.

Important Dates

Please note the following:

Expectations Evening (Y12)

16th September

Reports sent home

November, March, June for Y12

November, February, March for Y13

Parent's Evening for Y13 and invited Year 12

3rd December

Parent's Evening for Y12 and invited Year 13

11th March 2021

Curriculum Enrichment Week - week commencing 12th July 2021

All year 12 are expected take part in an activity – (details of activities will be given out in a booklet, and some will incur a charge)

EP Presentations: Those out on day trips however will be expected to do their EP Presentation on one day during Curriculum Enrichment Week

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**

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

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.

Curriculum

The key elements of the Sixth Form Study include the following (all are compulsory)

1. Registration/Assembly – each day 8.40 – 9.05
2. Your examination courses, including Extended Project, Further Maths or Core Maths
3. Supervised Study Lessons as per your timetable.
4. Personal, Social and Health Education - 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.
5. Tutorial programme – study skills, academic enrichment and monitoring of your progress
6. Careers Interviews as arranged or requested with Mrs Longford.

Sixth Form Dress Code - Appearance matters!

As a Sixth Form student and a senior member of the school it is vital that you behave in accordance with the rules and dress appropriately for your studies and thereby set an excellent example to the rest of the school. Your appearance should be **neat and tidy, and appropriate. You should be dressed for a work environment.**

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**. 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. Students may be provided with loose shirts, skirts or trousers if their clothing is considered inappropriate.

Examples of inappropriate or unsuitable clothing:

- *Bare midriffs/low cut tops*
- *Flimsy-style beach flip flops (for health and safety reasons)*
- *Backless tops*
- *Very short skirts*
- *No short shorts, but longer shorts are acceptable*
- *Ripped Jeans*
- *High heeled shoes (for health and safety reasons)*
- *Caps / hats are not to be worn in lessons.*
- *Sportswear e.g. yoga or gym wear, tracksuits*
- *Skin tight leggings*
- *Beach wear (no sunbathing in school)*

Specialist Clothing

This may be needed for some work placements/experience/shadowing or community service. You will be notified of special requirements at the start of term.

Safety Equipment

This will be available when necessary. All students must comply with regulations in the workplace and school to behave and dress appropriately.

Jewellery

This should be kept to a minimum for safety reasons and is worn at your own risk as the Local Education Authority cannot accept liability for any loss. Piercings are not encouraged, and should be kept to a minimum. You should willingly comply if you are asked to remove them for Health and Safety grounds

Formal Occasions (e.g. Celebration Evening / Open Days)

On these occasions' students are expected to wear smart clothing (no jeans, denim or shorts).

Study Lessons

You are expected to be spending approximately four hours per week on homework/lesson preparation for each A Level subject. Supervised study periods are built into student timetables and you will be registered by a member of staff. When you have a "blank" on your timetable there is an expectation that you will use that time wisely to follow up work studied in lessons or to prepare for subsequent lessons.

There are some study facilities available in the Common Room but this is not necessarily a quiet study area. A rota of available rooms is posted a notice board in the Common Room and students are expected to make use of these quiet areas to study when not in lessons. Alternatively, the library facilities are the perfect place to find a quiet study area. The Sixth Form Computer Room is also available and the expectation is that **no food or drink is consumed there and that those wishing to study there do so quietly.**

Year 13 are expected to be in school every day for periods 1 and 2 but may be permitted to take non-contact periods which occur during periods 3 to 5 as home study periods. It is essential that they comply with the signing in/out procedures as detailed in this handbook. **Year 12 should be in school at all times unless given specific details to change this.**

At A Level, if you are studying less than 4 hours per week per subject outside of lesson time you are unlikely to be working hard enough.

Research shows a direct correlation between lack of extra study time or poor attendance and lower than expected results.

Entry standards to Higher Education are rising all the time, the situation is very competitive and great commitment is needed throughout the two years.

All the above implies the need for very careful planning of time. Full attendance to all lessons is very important given the serious detrimental effect absence has on the final A Level performance.

Sixth Form Common Room

We ask you to take pride in your environment and to keep the Sixth Form Common Room tidy. There is a rota for each form to take responsibility for tidying the room and each one of you is expected to contribute to this effort in the interests of all.

The Common Room is available for Sixth Form social use throughout the day. It is not intended to be a silent study area - for which there are other rooms. Music may be played quietly at break and lunchtimes. **The Common Room must be kept clean and tidy at all times**, all furniture and equipment must be looked after and no non-reversible changes made to the rooms. At the end of the day there should be nothing on the floor and the kitchen area should be clean and all dishes washed. It is the responsibility of the Sixth Form to ensure that the room is well kept. There is a Common Room Duty rota in the Common Room. Please check when your tutor group are responsible for tidying up at the end of the day.

Misuse of the room will lead to this privilege being taken away and the Common Room being locked for a period of time.

Students may eat in the Common Room provided that they wash up afterwards and dispose of any rubbish. Crockery and cutlery may not be taken out of the canteen.

“Fast Food” (e.g. chips, pizza etc.) should not be purchased outside school and then eaten in the Common Room. It should also **NOT** be delivered to the school.

Part-time Employment

We do not frown on this in principle but students ought not to take on too much work and at inappropriate times (i.e. very early morning or till late in the evening. Weekend work is most appropriate).

As a sixth form student, you are considered as full time therefore you **must not** take jobs between 8.30 am and 3.30 pm Monday to Friday in term time.

You must be available to come into school if required during school hours (e.g. for tutorials, additional courses, visits).

Your studies will be very demanding of your time and energy and the time is very short.

If you are asked to do extra shifts, particularly at Christmas, and this causes you anxiety – particularly if you wish to say no but feel under pressure to agree, please do talk to your Tutor about how to deal with the situation.

Voluntary Work

We recommend that students gain some kind of voluntary experience. Some university courses (e.g. medicine, teaching, dentistry.....) require you to have had relevant experience before applying! Voluntary work may be arranged on a regular basis during non-contact time or, in addition, there may also be some opportunities to support staff and younger students here at PHSG. Details of voluntary work placements will be referred to when writing future references.

Please follow this procedure to set up a voluntary work placement during non-contact time:

1. Obtain a letter from the proposed employer/organisation indicating that they agree to a voluntary placement and hand in to Sixth Form Student Services
2. Complete a Work Shadowing Leave of Absence Form
3. Sixth Form Student Services will confirm that the placement has been agreed.

If you intend to complete a period of Work Experience during Curriculum Enrichment week then this will incur a charge to cover the relevant Health and Safety checks required.

Enhancement Experiences

There are many opportunities to help you develop important skills by becoming involved in school life. The Learning Support Base (A01), for example, welcomes help from volunteers to support younger students, the P.E. Department welcomes students to help coach and umpire sports teams for younger pupils and there are a number of other opportunities available to enhance your Sixth Form experience (as a “prefect” attached to a tutor group in KS3, House Captains, Head /deputy Head Student team,). All students are **expected** to take part in at least one enhancement opportunity during their time at PHSG (timetable permitting). Taking an active part in the life of the school will not only help you develop key skills but will also provide extra material for employment and university applications.

It is up to you to take **responsibility** for developing yourself as a person and your skills; you should be taking the **initiative** to ask for or set up opportunities inside or outside school. You should no longer be expecting staff or other adults to lay things on for you or organise opportunities – **you should take the lead**.

Head Students and House Captains

These students (and deputies) are selected near the start of the Autumn term based on nominations from students and staff and a detailed applications process. They perform important representative roles within school. House Captain applications open in early November, after Head students have been appointed.

Guidance

- a) Each student has a tutor who monitors his/her progress and keeps in regular touch through one-to-one or small group sessions.
- b) Subject staff complete regular progress reports for tutors and keep them briefed on any particular problems with their students. Students will be monitored regularly in respect of quality of work done and attendance at lessons. Detailed feedback is also given to parents and students at the Parents’ evenings in November.
- c) Higher Education – We provide a programme of guidance leading to students applying to Universities. Guidance books and University material is held in the Sixth Form Careers Library (in the Sixth Form computer room). **Please do not take them away as they will be others who want to use them.**
- d) Careers – You may request a careers interview with Mrs Longford and discuss opportunities such as apprenticeships or work shadowing with her.
- e) The PSHE programme offer sessions on future intentions, writing a CV, interview techniques, employment rights/issues and a variety of other topics on personal development, social and health issues relevant for young people in the 21st century and as preparation for your life beyond school. If you have any ideas of topics which you would like information or guidance on please do pass to Ms Lewin, Head of PSHE.

Communication

It is vital that subject staff and tutors are able to contact you on a regular basis.

The usual form of communication is by email and **all students are expected to check their school e-mail account on a regular basis.**

Not only are details of events and other important issues sent out by email but tutors may also wish to pass on information or have queries so it is vital students **check and respond** to their emails.

In addition, Sixth Form Student Services also have a mobile and **we ask that you** sign up to receive information by text. **Simply text 07808768016 with your full name and tutor group.** Remember to let us know if you change your number!

In addition, the Sixth Form has a Facebook page which is used to communicate messages to students. Students will need to ask students in the year above to friend request them to the page.

Charity

We would like to see the Sixth Form taking a leading role in the school as fund raisers. Your ideas will be welcomed to designate a charity for Sixth Form Fund Raising.

Lesson Times

Registration am	8.40 to 9.05
Period 1	9.05 to 10.05
Period 2	10.05 to 11.05
Break	11.05 to 11.30
Period 3	11.30 to 12.30
Period 4	12.30 to 13.30
Lunch	13.30 to 14.30
Period 5	14.30 to 15.30

Sixth Form Team

Head of Sixth Form & Assistant Head Teacher: Ms C Eales-White cealeswhite@phsg.org

Assistant to Head of Sixth Form & Administrator: Mrs K Mills kmills@phsg.org

Careers and Work Experience Coordinator: Mrs H Longford hlongford@phsg.org

UCAS: Dr van Es rvanes@phsg.org

Year 12 Tutors

BLU Mrs Blunden-Currie sblundencurrie@phsg.org

LWN Mrs Lewin clewin@phsg.org

MAL Mrs Mallard rmallard@phsg.org

MCA Miss McAuliffe tmcauliffe@phsg.org

Year 13 Tutors

BNS Mr Baines ebaines@phsg.org

FIN Mrs Finlay lfinlay@phsg.org

GRA Mr Graves lgraves@phsg.org

VAN Dr van Es rvanes@phsg.org

Aims

We aim to provide opportunities, conditions and experiences so that our students leave:

well qualified,

confident,

ambitious,

resilient,

responsible,

articulate,

caring,

well organised

and independent, able to make their own way as 21st Century citizens, successful in the much less supportive environment of work, Further or Higher Education.

"For Life Not School We Learn"