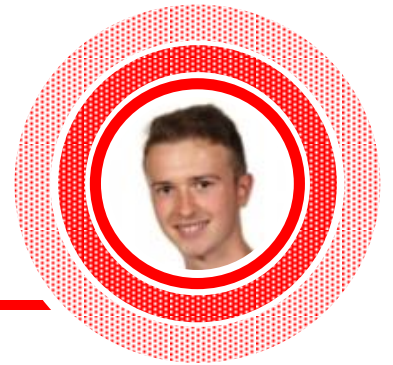


# Handbook for Parents, Carers and Students

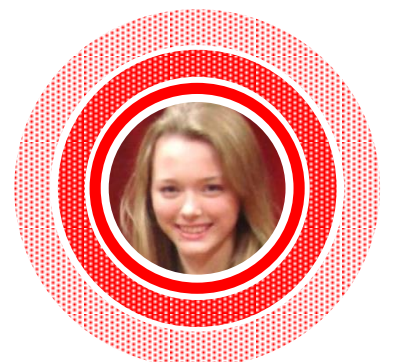
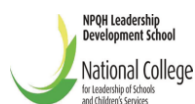
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## Sixth Form 2016-17



Academic Excellence Shared Values Outstanding Education



## **Introduction**

Welcome to the Sixth Form at Redborne Upper School. As a member of the Sixth Form at Redborne you are joining a long established and successful sixth form with a strong reputation in the community. I hope that you will enjoy studying in the sixth form during your time with us and gain a lot from being part of it. Further I hope that you will take the opportunity to contribute to the life of the sixth form and the school as a whole.

This handbook will hopefully answer many of the questions you may ask yourself as you make the transition from GCSE to BTEC or A level study. Post-16 education is very different from what you will have experienced before. You will be expected to be more organised and independent in your studies, taking control of your own learning. The guidelines and information contained in this handbook will help you through this.

This handbook is not intended to be a statement of school policy on all issues, but will encompass them. If you wish to clarify any particular point raised within this handbook then please come and discuss this with a member of the Sixth Form Year Team.

Please keep this handbook in a safe place so that you can refer to it when necessary.

Study in a sixth form can be seen as a place where you spend some of the most enjoyable years of your life. I hope that you gain a great deal from studying in the Sixth Form at Redborne and wish you every success.

Mr A French  
Assistant Head Teacher (Head of Sixth Form)

July 2016

## **PARENTS OR CARERS WITH A DISABILITY**

**To ensure that disabled parents and carers are able to support and take part in all aspects of their child's education please contact the school if you have a disability or health condition or require a large print copy of school documents.**

# THE SIXTH FORM HANDBOOK

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- Planners
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- Support & Guidance
- Use of Images

## Essential Information

<b>School Address:</b>	Redborne Upper School and Community College Flitwick Road Amphill Bedfordshire MK45 2NU	
<b>E-mail address:</b>	<a href="mailto:admin@redborne.beds.sch.uk">admin@redborne.beds.sch.uk</a>	
<b>Website:</b>	<a href="http://www.redbornecommunitycollege.com">www.redbornecommunitycollege.com</a>	
<b>Telephone Number:</b>	01525 404462	
<b>Sixth Form Direct Line with Voicemail</b>	01525 842619*	
<b>Fax Numbers:</b>	North School	01525 841246
<b>Governors:</b>	Chairman: Vice Chairman:	Dr R A'Court Mrs A Brown
<b>Senior Staff:</b>	Principal: Head of School: Deputy Headteacher: Assistant Headteachers:	Mr N Croft Mr S Gray Mrs D Buthee Ms N Brennan Mr A Day Mr A French Mr D McGuigan Mrs J Williets
<b>Year Staff 2016-2017:</b>	Head of Sixth Form: Deputy Head of Sixth Form: Assistant Heads of Sixth Form:  Pastoral Support Officer: SENCo:	Mr A French Miss A Cross Mr J Price Mr P Fannon Mrs T Braybrooks Miss M Ellis
<b>Office Staff:</b>	Principal's PA: Main Reception:  South School Reception:	Mrs L Ellis Mrs S Lonsdale Mrs L Jeffrey  Mrs T Barnard
<b>North School office is open:</b>	Monday to Thursday: Friday:	8.00-4.30 8.00-4.00

**\* This number should not be used to report absences – Please use 01525 404462 and select the correct option**

## Term Dates 2016-2017

### Autumn Term 2016

Monday 5 September 2016	First Day of Term
Friday 21 October 2016	Last Day of First Half of Term
Tuesday 1 November 2016	First Day of Second Half of Term
Friday 16 December 2016	Last Day of Term

### Spring Term 2017

Tuesday 3 January 2017	First Day of Term
Friday 10 February 2017	Last Day of First Half of Term
Monday 20 February 2017	First Day of Second Half of Term
Thursday 31 March 2017	Last Day of Term

### Summer Term 2017

Wednesday 19 April 2017	First Day of Term
Friday 26 May 2017	Last Day of First Half of Term
Monday 5 June 2017	First Day of Second Half of Term
Friday 21 July 2017	Last Day of Term

### May Day Monday 1 May 2017

### Training Days 2016-17

Thursday 1 September 2016  
Friday 2 September 2016  
Monday 31 October 2016  
Tuesday 18 April 2017

## Term Dates 2017-2018

### Autumn Term 2017

Monday 4 September 2017	First Day of Term
Friday 20 October 2017	Last Day of First Half of Term
Tuesday 31 November 2017	First Day of Second Half of Term
Friday 15 December 2017	Last Day of Term

### Spring Term 2018

Wednesday 3 January 2018	First Day of Term
Friday 16 February 2018	Last Day of First Half of Term
Monday 26 February 2018	First Day of Second Half of Term
Friday 23 March 2018	Last Day of Term

### Summer Term 2018

Tuesday 10 April 2018	First Day of Term
Friday 25 May 2018	Last Day of First Half of Term
Monday 4 June 2018	First Day of Second Half of Term
Friday 20 July 2018	Last Day of Term

### May Day Monday 7 May 2018

### Training Day 2017-18 (provisional dates)

Friday 1 September 2017  
Monday 30 October 2017  
Tuesday 2 January 2018  
Monday 9 April 2018

## Timetable 2016-2017: Weeks A & B

### Autumn Term, 2016

Monday, 5 September	-	Friday, 9 September	A
Monday, 12 September	-	Friday, 16 September	B
Monday, 19 September	-	Friday, 23 September	A
Monday, 26 September	-	Friday, 30 September	B
Monday, 3 October	-	Friday, 7 October	A
Monday, 10 October	-	Friday, 14 October	B
Monday, 17 October	-	Friday, 21 October	A

#### Half-Term

Tuesday, 1 November	-	Friday, 4 November	B
Monday, 7 November	-	Friday, 11 November	A
Monday, 14 November	-	Friday, 18 November	B
Monday, 21 November	-	Friday, 25 November	A
Monday, 28 November	-	Friday, 2 December	B
Monday, 5 December	-	Friday, 9 December	A
Monday, 12 December	-	Friday, 16 December	B

### Spring Term, 2017

Tuesday, 3 January	-	Friday, 6 January	A
Monday, 9 January	-	Friday, 13 January	B
Monday, 16 January	-	Friday, 20 January	A
Monday, 23 January	-	Friday, 27 January	B
Monday, 30 January	-	Friday, 3 February	A
Monday, 6 February	-	Friday, 10 February	B

#### Half-Term

Monday, 20 February	-	Friday, 24 February	A
Monday, 27 February	-	Friday, 3 March	B
Monday, 6 March	-	Friday, 10 March	A
Monday, 13 March	-	Friday, 17 March	B
Monday, 20 March	-	Friday, 24 March	A
Monday, 27 March	-	Friday, 31 March	B

### Summer Term, 2017

Wednesday, 19 April	-	Friday, 21 April	A
Monday, 24 April	-	Friday, 28 April	B
Tuesday, 2 May	-	Friday, 5 May	A
Monday, 8 May	-	Friday, 12 May	B
Monday, 15 May	-	Friday, 19 May	A
Monday, 22 May	-	Friday, 26 May	B

#### Half-Term

Monday, 5 June	-	Friday, 9 June	A
Monday, 12 June	-	Friday, 16 June	B
Monday, 19 June	-	Friday, 23 June	A
Monday, 26 June	-	Friday, 30 June	B
Monday, 3 July	-	Friday, 7 July	A
Monday, 10 July	-	Friday, 14 July	B
Monday, 17 July	-	Friday, 21 July	A

## Important Dates 2016-2017

### For students in Year 12

#### Autumn Term

Wednesday, 7 September	Year 12 start
Friday, 9 September	Parents' Handbook issued to students
Thursday, 15 September	6.00 pm Introduction to the Sixth Form – Year 12 Parents' Evening
Thursday, 22 September	Educational Visit Dance University of Bedfordshire
Friday, 23 September	Enrichment Booklet issued
Thursday, 28 September	Visiting Theatre Company – Macbeth
Thursday, 29 September	School Photographs
Friday, 7 October	3.45 pm Tea Concert
Sunday, 16 October	Indoor Boot Fair
3-5 November	German Visit to Berlin
Tuesday, 8 November	Senior Maths Challenge
Tuesday, 15 November Thursday, 17 November	5.00-8.00 pm Parents' Consultation Evening for <u>specific students only</u> Year 12 Driving Day
23-25 November	7.00 pm School Production – Connolly Hall
Friday, 25 November	Maths Visit to Gielgud Theatre
Sunday, 27 November	Indoor Boot Fair
Thursday, 1 December	7.00 pm GCSE Presentation Evening
Friday, 2 December	3.45 pm Tea Concert
Friday, 2 December 5-16 December	Progress Check and Able, Gifted and Talented nominations issued. Exam focus fortnight
Tuesday, 6 December	Biology Live visit, Friends House, London
Thursday, 15 December	7.00 pm Christmas Concert – Connolly Hall
Thursday, 15 December	Psychology Visit to Luton Crown Court
Friday, 16 December	Year 12 finish school end of Period 4

#### Spring Term

6-13 January	Mock Examinations
Friday, 13 January	Year 13 Application Form issued to students
Friday, 27 January	3.45 pm Tea Concert
Friday, 27 January	Last day for Year 12 to return application form for Year 13



Thursday, 2 February	Geography Visit to Birmingham
Friday, 10 February	Progress Check and Able, Gifted and Talented targets issued
10-18 February	Skiing Trip to Italy
Thursday, 23 February Sunday, 26 February	Year 12 Parents' Consultation Evening + Higher Education Presentation Indoor Boot Fair
Thursday, 2 March	7.00 pm Battle of the Bands – Connolly Hall
Friday, 3 March	Educational Visit Psychology Freud's Museum, London
Sunday, 5 March	Duke of Edinburgh Gold + Silver Training Day
Thursday, 9 March	Head Boy/Girl elections
10-13 March	Latin Visit to Greece
15-18 March	History Visit to Berlin
16-17 March	Sixth Form Charity Events
Thursday, 23 March	7.00 pm Community Music Concert – Connolly Hall
Sunday, 26 March	Indoor Boot Fair
28/29 March	Psychology Visit to Bethlem Hospital
Thursday, 30 March	3.30 pm onwards AS Musical recitals
30 March – 2 April	Geography Visit to Iceland
<b>Summer Term</b>	
Wednesday, 10 May	7.00 pm Jazz Café – Connolly Hall
Friday, 12 May	Exam leave begins – AS students only (prov)
Sunday, 14 May	Outdoor Boot Fair
15 May-29 June	Summer Examinations (provisional dates)
Monday, 12 June	New Year 12 into 13 timetable starts
Wednesday, 14 June	Barclays Bank Money Skills sessions
Sunday, 25 June	Outdoor Boot Fair
Friday, 1 July 5-9 July	Educational Visit Design Technology Business Design Centre (prov) Duke of Edinburgh Gold Practice
Thursday, 6 July	School Festival
Thursday, 6 July	7.00 pm Summer Concert - Connolly Hall
Friday, 7 July	Reports and review of Able, Gifted & Talented targets issued
9-16 July	German Exchange Visit to Barvaria

## **Important Dates 2016-2017**

### **For students in Year 13**

#### **Autumn Term**

Friday, 9 September	Parents' and Carers' Handbook issued to students
14-19 September	Duke of Edinburgh Gold Assessment
Friday, 16 September	AS results and release indicator grades
Friday, 23 September	Enrichment Booklet issued
Wednesday, 28 September	Visiting Theatre Company - Macbeth
Thursday, 29 September	Photographs for students new to the school
Friday, 7 October	3.45 pm A Level Tea Concert
Sunday, 16 October	Indoor Boot Fair
Friday, 21 October	Progress Checks issued to students
3-5 November	German Visit to Berlin
Tuesday, 8 November	Senior Maths Challenge
Thursday, 10 November	Geography Visit to Birmingham
23-25 November	7.00 pm School Production – Connolly Hall
Sunday, 27 November	Indoor Boot Fair
Wednesday, 30 November	5.00-8.00 pm Parents' Consultation Evening with subject staff. Students are invited to attend.
Friday, 2 December	Progress Checks issued.
Friday, 2 December	3.45 pm A Level Tea Concert
5-16 December	Exam focus fortnight
Thursday, 15 December	7.00 pm Christmas Concert – Connolly Hall
Friday, 16 December	Sixth Form finish school end of Period 4

#### **Spring Term**

6-13 January	Mock Examinations
Friday, 27 January	3.45 pm Tea Concert
Friday, 10 February	Progress Checks and Able, Gifted and Talented targets issued
10-18 February	Skiing Trip to Italy
Sunday, 26 February	Indoor Boot Fair
Thursday, 2 March	7.00 pm Battle of the Bands – Connolly Hall
Friday, 3 March	3.15 pm onwards A2 Music recital – Room 97

Friday, 3 March	Biology Visit to Sanger Centre, Cambridge
Friday, 3 March	Psychology Visit to Freud Museum, London
10-13 March	Latin Visit to Greece
16/17 March	Sixth Form Charity events
Friday, 17 March	3.15 pm – A2 music recitals
Tuesday, 21 March	EPQ presentation evening
Thursday, 23 March	7.00 pm Community Music Concert – Connolly Hall
Sunday, 26 March	Indoor Boot Fair
28/29 March	Psychology Visit to Bethlem Hospital
30 March – 2 April	Geography Visit to Iceland
Friday, 31 March	Reports issued to students
<b>Summer Term</b>	
Wednesday, 10 May	7.00 pm – Jazz Café, Connolly Hall
Sunday, 14 May	Outdoor Boot Fair
15 May-29 June	Summer Examinations (provisional dates)
Friday, 19 May	Able, Gifted & Talented review issued
Friday, 26 May	Examination Leave begins (provisional date)
Sunday, 25 June	Outdoor Boot Fair
Thursday, 29 June	Prom
Thursday, 17 August	A level results day

# Statement on Educational Visits Insurance



**Redborne Upper School**

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## **STATEMENT TO PARENTS/CARERS ON INSURANCE COVER**

- Where a young person is injured or their personal property damaged by an accident resulting from the negligence of Redborne Upper School, its employees, or any voluntary helper, a legal claim for damages can be made against the School. The School has insurance cover to meet such proven claims.
- If the accident was not due to the negligence of Redborne Upper School, its employees or voluntary helpers, then you cannot be compensated by the School. You may, however, be able to make a claim on a third party involved in the accident, for example, a motorist.
- Redborne Upper School does not provide Personal Accident Insurance Cover for young persons and you may wish to consider providing Personal Accident Insurance Cover for your child. Most insurance companies can provide cover.
- If your child is going on a school visit or journey, the above advice still applies, but the school does take out insurance under a 'School Journey Policy'. The details are shown overleaf. If you are not satisfied with the extent of the cover provided, you can provide additional insurance for your child.

July 2016



#### SUMMARY OF COVER – SCHOOL JOURNEY POLICY (no winter sports)

**Policy Number:** KSC-242045-4983  
**Insurer:** Zurich Municipal  
**Policyholder:** Redborne Upper School And Community College  
**Period of Insurance:** From: 01/04/2016 To: 31/03/2017

This is a summary of the significant features, benefits and limitations of the cover by Zurich Municipal's School Journey policy. The full terms, conditions and exclusions are shown in the Policy Document, which can be obtained from Zurich Municipal.

#### Type of insurance and cover

The Policy provides indemnity against specified risks of cancellation, personal accident, medical, personal effects and legal liability related expenses.

#### Significant features and benefits

Insurance is provided for each individual member of a School Journey party (an "Insured") involved in full-time education, or a teacher or other adult not over 65 years of age.

This Policy covers any trip or excursion not exceeding 31 days in duration (including exchange visits and work experience placements) approved by the Policyholder involving travel outside the school boundaries but excluding trips or excursions where insurance is provided as a part of the package price, or winter sports holidays and trips.

The policy cover will run from the time of assembly of the School Journey party prior to departure until dispersal on return including direct travel to and from home. In respect of Cancellation and Other Expenses cover commences on the date that the first deposit is made.

Insurance is provided against the following major events:

Event:	Limit:
Cancellation	£1,000 any one Insured
Medical and Associated expenses	£1,000,000 any one Insured
Personal Accident	
Death	£20,000 (aged 18 and over), £7,500 (aged under 18)
Permanent or total disablement	£20,000
Permanent partial disablement	Up to £12,000
Permanent facial disfigurement	£2,000
Loss/damage to teeth/dentures	£500
Temporary total disablement not exceeding 104 weeks	£20 per week (aged 18 and over), £5 per week (aged under 18)
Personal Effects and Money	
Any one article/set of articles	£250
All money	£400 any one Insured
All money in custody of responsible adult	£2,500
All property	£1,500 any one Insured
Legal Liability	
Injury or Property damage	£25,000,000 any one occurrence
Pollution and Contamination	£25,000,000 any one period of cover

**Sixth Form – Form Groups, Form Tutors, Rooms & Year Team Staff  
2016-2017**

**Year Team Staff**

Head of Sixth Form:	Mr A French (AJF)
Deputy Head of Sixth Form:	Miss A Cross (ALC)
Assistant Head of Sixth Form:	Mr J Price (JP)
Assistant Head of Sixth Form	Mr P Fannon (PF)
Pastoral Support Officer:	Mrs T Braybrooks

**Form Groups**

6AJH	Mr A Hodds	Room FM
6AMB	Mrs A Bennett	Room 79
6ARD	Mrs A Dun	Room 92
6CW	Mrs C Wakeling/Mrs C Crowther	Room 84
6FJC	Mrs F Croft	Room 88
6GFI	Miss G Ives	Room 89
6JRB	Mr J Barkas	Room 43
6KF	Miss K Firmin	Room 97
6KMJ (DMB)*	Dr K Juty	Room 55
6LLH	Miss L Hunt	Room 64
6MK	Mrs M Kenny	Room 50
6EJB (PF)*	Miss E Benjamin	Room 39
6RB	Mr R Baker* (T/W/Th/F)/TBC (M)	Room 94
6RFS (RJC)*	Miss R Swinney	Room 87
6SB	Mrs S Blackwell	Room 98
6SD (NP)*	Mr S Dobson	Room 65
6SPJ (HTG)*	Mrs S Jones	Room 48
6TF	Mrs T Francis	Room 96
6VP	Mr V Parry/Mrs Bassett	Room 72

\*denotes name of form group in 2015/16

## The School Day

The school day at Redborne is based on 5 one hour lessons, normally with 4 in the morning session and 1 in the afternoon session. This is known as a 4/1 split. Occasionally the school day changes to what is known as a 3/2 split, with 3 lessons in the morning and 2 after lunch in the afternoon. This normally occurs in the summer to allow more time for afternoon examinations.

### 4/1 Split

8.40 - 9.40 am	Lesson 1
9.45 – 10.45am	Lesson 2
10.45 – 11.05am	BREAK
11.05 – 12.05pm	Lesson 3
12.10 – 1.10pm	Lesson 4
1.10 – 1.50pm	LUNCH
1.50 – 2.10pm	Afternoon Registration/Assembly*
2.10 – 3.10pm	Lesson 5

Warnings bells are rung at 8.35am, 11.00am and 1.45pm

### 3/2 Split

8.40 - 9.40 am	Lesson 1
9.45 – 10.45am	Lesson 2
10.45 – 11.05am	BREAK
11.05 – 12.05pm	Lesson 3
12.05 – 12.45pm	LUNCH
12.45 – 1.05pm	Afternoon Registration/Assembly*
1.05 – 2.05pm	Lesson 4
2.10 – 3.10pm	Lesson 5

Warnings bells are rung at 8.35am, 11.00am and 12.40pm

\*Assemblies are held during afternoon registration (normally on a Tuesday and Wednesday for the Sixth Form in the Connolly Hall).

## Timetable & Curriculum Matters

### Attendance & Punctuality

Good attendance and punctuality is an essential part of a successful time in the sixth form. The structure of AS and A2 study is such that there is very little time available to repeat work in class. Lessons should start punctually and it is important that you assist this by arriving on time. Excellent attendance is key to good academic progress.

Recent research at a Sixth Form College showed that students had an attendance record of 90% or greater achieved, on average, one grade higher than their indicator grade in each subject they took. Students with an attendance record of 80% or lower achieved, on average, one grade lower than their indicator grade in each subject they took. It is for this reason that Redborne take the attendance of students in the Sixth Form seriously.

The Sixth Form Year Team, together with Form Tutors and subject teachers follow a simple multi-stage process in reaction to poor attendance. Initially poor attendance is picked up by subject teachers and they will discuss with a student any concerns they have. They will inform the form tutor who will also speak to the student concerned. Where attendance doesn't improve, the matter will be passed onto a member of the Year Team. The student will have a one-to-one meeting concerning their attendance and a verbal warning will be issued. Other sanctions may occur and parents are informed. Attendance will be monitored over a period of weeks. Should the student's attendance remain a concern then subsequent stages will follow that include the Head of Sixth Form and the Head Teacher.

It is inevitable that people fall ill, need to miss school for family reasons such as a funeral, go on Open Day visits to universities and have driving tests. Be proactive in informing staff if you know you are going to be absent and ask, where appropriate, for work to do, etc. Catch up with work that you miss (perhaps through copying up notes from a friend) and find out what homework may have been set and then do it. Remember that this is your education and your exams grades at the end of the course will reflect the effort you make.

It is not acceptable to miss lessons, for example, in order to:

- complete other work such as homework or coursework that is due or overdue
- have driving lessons
- attend internal performances or assist other students in their work.

Employers and universities are interested in attendance and punctuality. An honest response will be given by staff to such queries. This includes attendance to registrations.

### Private Study Periods

Sometimes incorrectly referred to as 'free' periods, these are one of the significant defining features of post-16 study compared to study at Key Stage 4. Typically, depending on the number of subjects being taken, you will have 8 to 18 study periods per fortnight. They are intended to be used for the completion of academic work – homework, coursework, revision and additional reading/study. Any student who is serious about achieving their potential in their post-16 studies will need to use these study periods wisely to complete work.

There are a variety of places available around the school. Principally these are the Common Room and PC Room in the Culcheth Centre and the school library in South School. Some faculty areas have study rooms set aside for sixth form students to use or, particularly in practical based subjects; staff encourage and support students to use classrooms in their departmental areas.

Using private study periods effectively needs good planning and often great determination. A concerted effort from the beginning in Year 12 will help you become an independent learner. You will reap the rewards from this in the future through better progress in your academic studies and improved exam results. For these reasons students in Year 12 are not permitted home study until the spring term of Year 12.

A comprehensive study skills programme principally delivered through the afternoon registration periods will help develop the essential skills students require to study independently with success.

### Home Study

Home study is where a student goes home during the school day or arrives on site later in the morning after school has started. It is recognised that some students prefer to study at home and as an independent young adult the freedom to plan and use your time as you wish is an important part of your time in the sixth form.

Home study is allowed for Year 12 students from the spring term onwards and for Year 13 from the autumn term onwards. Students in Year 12 and 13 are permitted 4 sessions of home study per fortnight. It is expected that every student is in school from 8.35am to 3.10pm unless home study for period 5 has been agreed.



Registration/assembly/general studies must be attended every day. The times of your home study sessions are agreed between yourself and your form tutor. Any changes to your agreed sessions must be done in negotiation with your form tutor.

For legal and health and safety reasons, the school has to obtain written parental consent for you to be off site during the school day. Home study is a privilege and not a right. Where it is felt that home study sessions are hampering the academic progress of a student, the privilege of home study sessions may be withdrawn.

### **Dropping a Subject**

Dropping a subject is a decision which cannot be taken lightly. Such decisions are not easily reversed and can have a significant effect on your future opportunities. University and employment choices may be restricted or compromised as a result.

Dropping a subject should not be chosen as a way, for example, to avoid work deadlines, revising for modules, completion of late coursework or gaining time for part-time employment and socialising with friends. Agreement will only be given in negotiation with all parties concerned (yourself/teaching staff/sixth form staff/parents) and once all the options have been considered.

In Year 12 and Year 13, any decision to drop or change a subject can only be made between 26 and 30 September 2016. This is to allow an appropriate number of lessons to have been taken from the start of term in order to make an informed decision about whether the subject is the most appropriate to be dropped. If you wish to drop a subject, this needs to be completed by 30 September 2016. After this date students will only be able to drop a subject due to exceptional circumstances.

There will be a further period to drop a subject following the mock exams in January 2017. This will be from 23 to 27 January 2017.

If you no longer wish to study a subject then there is a process to follow before you can 'drop' it. It is not acceptable to just stop attending lessons in a subject and assume that this will be okay.

If an agreement to drop a subject has been reached then a 'Permission to Drop a Subject' form needs to be completed and returned before the subject is officially 'dropped'.

### **Changing a Subject**

This is only possible within the first few weeks of Year 12 due to the difficulty in catching up on missed work in the new subject. A great deal of time is spent during Year 11 to ensure you are on the right courses, but circumstances can change and depending on the individual situation it may be possible to change. This needs to be done in negotiation with sixth form staff and subject teachers as soon as possible at the start of term.

Subject changes are not allowed after 30 September due to the difficulty in catching up on missed work in a new subject.

### **The Transition from Year 12 to Year 13**

The majority of students studying AS levels in Year 12 take 4 subjects plus general studies. The normal expectation is to drop an AS level at the end of Year 12 after the summer module exams and continue with 3 subjects onto A2 level. Such an approach would leave you at the end of Year 13 with 1 AS level and 4 A2 levels (including general studies). The AS level dropped at the end of Year 12 also attracts UCAS points for university applications. The process of deciding which AS subject you may drop (if applicable) begins in the spring term of Year 12 in order to help timetable and curriculum planning.

If you are taking 4 AS levels and are undecided about which subject to drop then it is acceptable to continue with all 4 AS levels until the summer AS results and make a decision in the autumn term of Year 13.

It is possible to pick up a new AS subject in Year 13 alongside your A2 subjects. This would be particularly important if you are dropping to two A2 subjects. Any AS subjects studied in Year 13 would be with the Year 12 groups and subject to availability.

In order to progress into Year 13, you must continue with and complete a minimum of 2 A2 levels and 1 AS level.

### **Monitoring Progress & Indicator Grades**

It is important that you, your parents and the school know how you are progressing in your subjects and what grades you are likely to achieve at the end of each academic year.

At least once a term some form of feedback is given. This will be either a progress check, a parents' evening or a full written report.

Students following AS and A2 subjects at the beginning of the academic year will be given indicator grades. These are based upon your GCSE results and national data. Statistically some subjects are seen as harder than others, but an average GCSE score of 4.5 (where 5 is a C and 4 is a D) will produce indicator grades of E at AS level. To receive indicator grades of A at AS level an average GCSE score of 7.5 to 8 is required (where 8 is an A\*). Indicator grades are not predicted grades but a statistical indicator of what past students have achieved nationally. They are the average statistical grade and students can achieve above or below this grade depending on factors such as the effort they make in class.

Form tutors and sixth form year staff will monitor your progress throughout the year at the calendared times. Where concerns are raised by staff there may be additional individual checks. Where a more serious concern is highlighted this will involve discussions with yourself and your parents.

At the beginning of the autumn term you will be given the important dates for the academic year.

### **General Studies**

General Studies comes in two parts. There are sessions in the form of lecture style talks or presentations (like you may receive at university). These may be with outside speakers or from Redborne staff. The content may reflect current affairs, relate to your sixth form studies or a wider personal wellbeing context. Attendance is compulsory unless your timetable restricts you from attending. Registers will be taken.

In addition there is the opportunity to sit the general studies qualification, either at AS or A level. Evidence supports the view that general studies can make a useful contribution to your UCAS points tally and for many students the points it contributes proved essential to them gaining a place at the university of their choice. No student can discount this possibility no matter what their ability or ambitions. Guidance will be given as to the content of the exams and the style of the questions on the exam papers.

### **Use of Private Study Time**

Private study is intended for the completion of homework, coursework, reading and any other subject based work that needs to be completed. During private study periods it is not acceptable to:

- play cards or similar games
- play football (indoors or outside!)
- use the field for work, play or sunbathing
- take part in any other activity which is likely to disturb the work of other students or staff.

After all, Redborne is an educational establishment and the purpose of being a student at Redborne is to further your educational career. Proactive and sensible use of private study time will benefit your achievements in the long term.

### **Truancy**

Short or long term truancy disturbs your education and can only lead to poor achievement in exams and poor grades. As explained in the attendance and punctuality section above, it is not acceptable to miss lessons to catch up on late work, etc.

One reason students sometimes give for missing lessons in a particular subject is that they are finding the work difficult or have missed a major deadline. Rather than miss lessons talk to your subject teacher, the Head of Department, your form tutor or a member of the Sixth Form Team about your concerns and normally it is possible to support you and resolve the concern.

### **Deadlines**

Expect to be given homework, possibly with a greater variety of tasks. Expect to be treated as an adult in this respect and staff will expect deadlines to be met.

As at GCSE level, AS and A2 levels have an element of coursework, some subjects being assessed entirely by coursework. Staff are experienced at setting and timetabling coursework in their subject. There are internal and external deadlines for staff to meet with coursework and therefore you will be expected to meet deadlines. Many subjects will have staged deadlines with work expected in sections. Constructive feedback is often given to students who meet internal staged deadlines which will help you improve your work. It is unfair to expect staff to give constructive feedback to work that is handed in late or incomplete. Staff need time to mark, moderate and complete

administration work on coursework prior to sending it to the exam board. Therefore there is a final internal deadline for students' coursework. It may not be possible to mark coursework that is handed in late. Deadlines for coursework are published each autumn.

If you feel that you are not going to be able to meet a deadline then liaise with your subject teacher before the deadline passes. Genuine reasons for work being late provided they have been discussed beforehand can often lead to a renegotiation of the deadline. Laziness or part-time employment is not a genuine reason!

It is not possible to arrange final deadlines to suit every combination of subjects that a student studies and, inevitably, some subject combinations will lead to 'pinch points' in the academic year where several heavy deadlines may come close together. You should know this beforehand and plan your time carefully. In order to meet your deadlines you may need to make some short term sacrifices, but do think in the long term as well. Eventually the work will be complete and the pressure will ease off.

## **Beyond The Sixth Form**

### **University Applications**

Gaining a degree through going to university considerably increases your life chances, both through increased career opportunities (there are some careers that are not possible to access unless you have a degree) and potential earning power. Redborne has a strong tradition of students leaving Year 13 and going onto university, with around 75% going each year. We have great success in getting students into Oxford, Cambridge or into courses where there is very high demand, such as medicine or veterinary science.

The process for applying begins in the spring term of Year 12 where you will be encouraged to think about applying and which courses and institutions to apply to. We offer dedicated talks to both students and parents and visits to university Open Days and Higher Education Fairs.

Applications are made online through UCAS. This is a web-based system that can be accessed at home or in school. As well as completing your application, the school completes a reference for you with information provided by your subject teachers. The reference is written by your form tutor and completed by Mr French, including the addition of predicted grades.

For Oxford, Cambridge and medicine/veterinary/dentistry courses the internal deadline is mid-September. For all others institutions/courses the final internal deadline is in October although we recommend that applications are completed by the end of September. The school has a deadline for Oxbridge and medicine/veterinary/dentistry courses of the 15 October in any year. For all other applications the deadline is the 15 January. These are not student deadlines, but for the school to meet.

Most institutions make offers of a place based on your personal statement, reference and predicted grades. It is recommended that you visit as many of the institutions as possible, you could after all, be spending the next three or four years of your life there and university prospectuses can give a false impression of how beautiful, green, smart or modern they are! Institutions have Open Days throughout the year, at weekends as well as during the week.

Comprehensive advice and support is available from sixth form staff about the application process from the beginning to the end.

### **Open Day Visits**

Open Day visits are an important part of applying to university in helping to make the right choices. The maximum recommended number of visits during school time is three per year. Many institutions now have weekend and holiday Open Days. Always liaise with your subject staff when planning a visit so that they are aware of your absence. Be sensitive to the demands of coursework and any group activities in practical subjects before planning a visit.

### **Careers Guidance, Job Seeking & References**

Advice on job and apprenticeship seeking is available from sixth form staff. Each year a programme of support is offered in conjunction with the school's careers adviser, Mrs Armstrong.

Mrs Armstrong has a base in the school and appointments can be made directly with her. Her office is based in the school library in South School.

The school is always willing to provide references for full or part-time job applications. If your potential employer is willing to let you, you may put the member of staff of your choice although many institutions write to the head teacher or head of sixth form. These references are normally completed by a member of sixth form staff. As always, it is courteous to ask for someone's permission before putting down their name as a referee. Remember we will be positive about students but equally school staff are always honest in their responses, particularly in relation to attendance and punctuality!

## General Information

### Absence

All absence should be covered by a letter from parents. These should be given to your form tutor. This includes illness, funerals and driving tests. If you are going to be away then please contact the school on 01525 404462 and leave a message.

The school needs to be told about any long term absence (eg for glandular fever) as soon as possible. It is possible to arrange work to be sent home to support your studies whilst absent.

It is not acceptable to miss part or all of a lesson for example, for driving lessons or employment. This is regarded as truancy.

### Alcohol, Drugs & Smoking

As you might expect alcohol and any form of illegal substance should not be brought on to the school site. This includes alcohol, etc that you may plan to consume later in the day or are birthday presents, etc. Clearly being on the school site under the influence of alcohol or drugs is also not acceptable.

The disciplinary procedures involving alcohol and drugs in particular are very clear and necessarily very strict as an educational establishment. Please do not bring your educational future into question by being tempted to mix alcohol and sixth form study!

Smoking is not allowed anywhere on the school site, either inside or outside buildings. Equally it is not seen as acceptable to smoke immediately outside the school site, such as outside the funeral directors or by the bridge. Members of the public will associate young people smoking outside a school as being part of the school and such activities then reflect badly upon the school.

### Assemblies

Assemblies normally happen once a week for Year 12 and Year 13 in North School Hall. They are held during Tuesday and Wednesday afternoon registration. Attendance is compulsory and is an essential part of your time in the sixth form. Assemblies vary in their content and are delivered by a range of staff and may be on a particular theme or inform you of forthcoming arrangements.

Assemblies are the main vehicle through which important information is relayed to the whole year group and many students miss out on this by not attending. It is not acceptable to miss an assembly for any reason. If it is imperative that you miss an assembly then please see a member of the sixth form staff before the assembly.

Assemblies start promptly at the start of afternoon registration and you are expected to move from wherever you are in the school and be seated by the first bell (at 1.45pm on a 4/1 split). If you arrive late and it appears appropriate then enter discreetly via the back door (by the restaurant) and sit at the back. Don't walk in through the main door by the foyer!

Chairs are laid out by students on a rota basis, a different form group each week. The same form group are expected to lay out the chairs for general studies as well.

### Behaviour

High standards of behaviour are expected from all students in the sixth form at all times. As the most senior students in the school it is not acceptable to exhibit poor behaviour at any time in or out of the classroom.

Staff expect students to be attentive and polite in class and reserve the right to ask you to leave if your behaviour does not meet their high standards. Talking when you should be listening, distracting others from their work, poor or bad language and silly conduct are not acceptable. Persistent and/or an extreme incident of poor behaviour will be reported to the sixth form staff and followed up as appropriate.

One phrase often said by sixth form students about being in the sixth form is about their wish to be 'treated as an adult'. As a young adult in a school environment your behaviour should be as you would expect from any other adult in school such as a member of staff. The principle is quite simple, if you wish to be treated as an adult you have to act like one. This includes things such as being organised, bringing the correct equipment to lessons, meeting deadlines, not being loud, silly or rude in and around the school. If you cannot meet such a standard then expect to be challenged and/or disciplined about your behaviour.

Redborne has a strong and highly regarded reputation in the community it serves. Do not bring this into disrepute by behaving poorly off the school site, particularly at the beginning and end of the school day. This is particularly important in relation to driving cars or mopeds, loud music from cars and smoking.

### **Bulletin**

A sixth form bulletin is produced each week throughout the school year. It contains important information about the forthcoming week, particularly any arrangements about general studies and assemblies, reminders about deadlines and things you might need to do!

Expect your form tutor to go through the bulletin. A copy should be posted in each form room and in the common room.

### **Bursary (also known as the 16 to 19 Bursary)**

For the 2016/2017 academic year, the government has provided funding to schools to run a bursary scheme for students. Details are available on the school website and will be promoted through an assembly.

### **Cars & Mopeds on the School Site**

You must seek approval before bringing your car or moped onto the school site. To gain approval you must complete and return a car registration form. These are available from the sixth form office. The registration form contains an agreement stating the circumstances under which you may bring your car or moped onto the school site. By signing the form you agree to abide by the terms of the agreement.

The safety of students on the site is paramount and therefore speeds must be kept to a minimum with regard given to the unpredictable nature of pedestrians.

Keep music and any other disturbance to a minimum, remember that often other people may still be working and in the summer external exams may be being held in the Sports Hall and North School Hall. Dangerous, aggressive or threatening driving will not be tolerated.

The designated areas for student parking are behind the Sports Hall in North School and the far end of the old tennis courts/cage in South School. Park in the marked bays only and keep away from any doors or gateways which may need to be accessed, particularly by the farm. Parking in other areas of the school is not allowed. This includes after school, for example, if you are a school cleaner you should still park in the designated areas. The same rules apply.

Failure to comply with the signed agreement may lead to your permission to bring a car onto the school site being withdrawn and/or disciplinary procedures as appropriate.

### **Change of Circumstances**

Please inform the school if there are any changes in your circumstances during the academic year eg change of name, address or telephone number. It is extremely important that your emergency contact details are accurate.

### **Charity & Fund Raising**

Redborne has a strong tradition in raising money for charity. There are various charity events throughout the year where you can volunteer to take part. Several thousand pounds is raised each year.

As well as specific charity events, such as the Poppy Appeal for the Royal British Legion, money raised through other events is split between three charities, normally one local, one national and one international charity. These are chosen each year. If you would like to nominate a particular charity to benefit then bring this to the attention of the charity or sixth form committee.

### **Closed Circuit Television (CCTV)**

The school has installed a number of fixed and dome CCTV cameras. We have made the decision to install CCTV cameras to protect the school buildings and to monitor activities in public areas to identify criminal or inappropriate activity. All the cameras are monitored from a Central Control Room and images are only available to selected senior staff. Images will be automatically destroyed after 14 days unless required by the police for evidential purposes.

A copy of the school's CCTV policy is available on the school website under policies, or alternatively a hard copy may be obtained from the school by contacting the school office.

The installation of CCTV cameras is a positive action to protect our school buildings and ensure the continued safety and wellbeing of our school community.

## **Committees & Councils**

Various committees and councils exist in the Sixth Form at Redborne. The committees exist as a forum for discussion, decisions and activities.

The main committee is the Sixth Form Council which meets each week and is chaired by the Head Boy and Head Girl. Each form group nominates two students to attend the committee. It is their responsibility to attend the meetings and represent their form group. This may be to raise concerns, seek views or give feedback. If you have an idea, concern or question that you wish to raise then please see your form representative, the Head Boy or Head Girl.

Other committees exist with specific roles, such as the charity, talent show or prom committee that organise the Year 13 Prom. Some are led by sixth form staff with the assistance of students.

Remember that any committee is only as good as its members. Many students attend and want things to happen or change but never do anything outside of the meeting. They then get despondent because nothing has changed from one meeting to the next. Being part of a committee is a great chance to make a difference and get a rewarding extra-curricular experience, one which is highly regarded by universities and employers.

## **Common Room**

The Common Room is an area designated specifically for the use of sixth form students during the school day. The Common Room is a large open space with comfortable seating around the outside and large tables and chairs which can be used for work.

It is open from 8.35am until 3.10pm each day, except where it is being used for exams. Occasionally it is necessary to close the area for other students in the school to use where another large space is not available.

Unfortunately some students don't respect the Common Room and either leave their litter for others to clear up or disturb the work of students and staff in the Culcheth Centre through loud or inappropriate behaviour. Each day there is an environmental duty where a form group is expected to tidy up the Common Room and the grass area immediately outside it. This is done on a rota basis.

It is not appropriate to play music, games (including cards), football, shout or laugh loudly such that it would disturb others. Any students found doing so are asked to leave and/or banned from using the Common Room for a short period. Please do not sit on the tables or put your feet onto the seats or tables.

## **Complaints**

If you have a concern of any kind then please do discuss this with a member of staff. Many concerns are easily resolved through discussion with the appropriate person without the need for it to escalate further.

If you have a concern about a lesson, subject, piece of homework or coursework and how it is being handled or conducted then consider approaching the member of staff directly or the Head of Department or Faculty for that subject. If you are uncomfortable doing this or feel that this is not appropriate then please speak to a member of the sixth form team.

If you have any other concerns then please speak to your form tutor or a member of the sixth form team.

All complaints will be taken seriously and if you are unsatisfied that it has not been dealt with appropriately or resolved then please speak to Mr French.

## **Confirmation of Being in Post-16 Education Letters**

Otherwise known as a 'gym letter', in order to gain a student discount for membership of a gym or club you will sometimes need a letter from the school confirming that you are in full-time Post-16 education. Please see Miss Wilson in the Sixth Form Office.

Occasionally the Inland Revenue or other organisation requests such a letter. Please provide as much information as possible when requesting a letter from the school. Again these can be requested via Mrs Noon.

## Deputy Head Boy & Girl

Elected in the autumn term of Year 12 by Year 12 students, the role of the Deputy Head Boy and Girl is to support the Head Boy and Girl in their role as well as attend the school council and sixth form committee.

The role is a great opportunity to contribute to the life of the sixth form and the wider school. The role is largely what you make of it – your ideas, energy and enthusiasm can make all the difference. The post runs from the autumn term to the end of the following summer.

## Discipline

It is unfortunate that occasionally the conduct or behaviour of some students needs some form of disciplinary action. As the sixth form is part of a secondary school the disciplinary powers and procedures remain the same whether you are pre or post 16 years of age.

Redborne has a strong disciplinary record and any inappropriate behaviour or conduct, particularly towards staff or students, will not be tolerated and will be dealt with swiftly and strongly. The level of discipline given will depend on the offence, but can range from an informal warning to permanent exclusion.

Low level offences are likely to result in a formal or informal warning which will be recorded on the student file. Parents are always informed, normally in writing. Failure to respond to a formal or informal warning will be dealt with more severely.

## Dress Code

The Sixth Form at Redborne has a dress code. This was reviewed recently in consultation with staff and students. It was agreed by both staff and students that a dress-code was important in an educational establishment, especially one which younger pupils attend. It should be recognised that a school is a place of work. There is enough flexibility within this code for you to be able to dress comfortably and to allow self-expression.

The dress code is as follows:

- Caps (baseball, trucker caps or similar) are not to be worn
- Shoulders and midriffs should be covered (i.e. no strappy tops or vests)
- Skirts should be on or below the knee
- Trousers should be full length. Shorts and three-quarter length trousers are not permitted. Cuts or rips in trousers are not permitted
- 'Loungewear' such as Onesies are not permitted
- Modesty should be considered
- Footwear should be appropriate for the lesson. Open shoes are not suitable for practical subjects and flip-flops are a health and safety concern in the busy areas of the school
- Words and diagrams on clothing should not be offensive or possibly be seen as offensive (eg references to drugs or sex)
- Hats should not be worn as fashion items but in cold weather to keep warm. Hats should not be worn indoors
- Facial piercings of any kind are not allowed. It is not acceptable to cover a piercing, for example, with a plaster or wear clear, supposedly 'invisible' piercings.

Extremes of hair style are not allowed. What is an extreme and therefore unacceptable hairstyle is difficult to define. The current school Hairstyle Policy states:

*'The school does not accept any display of inappropriate hairstyles, including':*

- *The dying of hair to an extreme and unnatural colour (eg red, blue or pink)*
- *Shaven heads where the hair is shorter than a number 1*
- *Long hair that may be hazardous (eg beyond the lower back)*
- *Sculpted hairstyles where the hair is deliberately shaped into an extreme style or design*

Additionally the following guidance should be adhered to:

- Patterns or words shaved into very short hair are not acceptable.

The final decision on what is acceptable rests with Mr Croft, the Principal.



## **Driving Lessons & Tests**

Driving lessons should not be arranged so that all or part of a lesson, assembly or registration session is missed. Students often begin and finish their lesson at school and South School Bus Bay is an acceptable place to meet and drop off, except at the beginning and end of the school day where it may cause an obstruction.

Driving tests may occur at any point in the school day and therefore you may need to miss subjects lessons for practice immediately before the test and for the test itself. Missing more than a few lessons is not acceptable. Once you have passed your test remember to obtain a car permit if you plan to bring your car onto the school site!

## **Electronic Communications Policy**

The school operates an Electronic Communications Policy. This covers the use of all forms of electronic communication, from email to social networking sites, by both staff and students. The policy is in place to help protect the school and its members. Often students come into conflict with the policy when getting involved with harassment or bullying online, or bringing the school into disrepute through comments made about the school or its staff. Normally this is through sites such as Facebook or Twitter.

A breach of this policy may result in disciplinary action in accordance with the school's disciplinary procedures and for a severe offence could involve a fixed term or permanent exclusion.

An extract of the policy regarding social networking sites is copied below:

'The use of online social networking sites (e.g. Facebook, Twitter, YouTube, etc) has become a very significant part of life for many people. They provide a positive way to keep in touch with friends and colleagues, and can be used to exchange ideas and thoughts on common interests, both personal and work-related.

There have been occurrences where these services have been used for less positive reasons or used for an unreasonable length of time during working hours, hence the need for formal guidance.

If someone's personal internet presence does not make any reference to the school, its staff or students and the school cannot be identified (and this could include identification by other members of the school), the content is unlikely to be of concern to the school. If employment (staff) or membership (students) at the school is referred to then the information posted would need to comply with the conditions outlined below.

It should be noted that comments, photos and videos, etc, posted on social networking sites are often available to be viewed by anyone with internet access. Therefore, they are public and not private and depending on any individual account privacy settings can be freely viewed by anyone.

Where it is brought to the school's attention that there may be material on a social networking site that may be of concern to the school or one of its members, the school has a duty to investigate.

An individual is free to talk about the school. The right to 'freedom of speech' is often cited by students concerning their comments on social networking sites. In practice, the right to freedom of speech is not absolute in any country and the right is commonly subject to limitations, such as laws concerning libel, slander, obscenity, sedition, copyright violation and revelation of information that is classified or otherwise. Therefore the right to write or say what you like, about who you like, when you like, doesn't fully exist.

Sites should not be used to verbally abuse staff or students or bring the reputation of the school into disrepute. Privacy and feelings of others should be respected at all times. Staff members should obtain the permission of individuals before posting contact details or pictures. Care should be taken to avoid using language which could be deemed as offensive to others. Instances which contravene the above will be treated in the same way as if it was written on paper or spoken and subject to the same disciplinary procedures as appropriate.'

Apply the 'Granny Test' to anything you post online. If you don't think your granny would like to read or see what you have posted, then don't post it.

## **Enrichment**

Enrichment takes place in a series of off timetable days where students will have a choice of activities which will broaden their experiences. We will talk more about the opportunities in the autumn term.

## **Environmental Duty**

Each day there is an environmental duty where a form group is expected to tidy up the Common Room and the grass area immediately outside it. This is done on a rota basis.

The duty involves tidying the chairs and tables and placing the litter in the bins. Bags and gloves are available if required.

### **Extra-Curricular Activities**

There are a huge number of extra-curricular activities at Redborne, too many to list here. Whether it sport, drama, music, the Duke of Edinburgh's Award Scheme, or gaming clubs, hopefully there is something for everyone. Many subject areas also run extra-curricular visits throughout the year.

Employers and universities look for a 'rounded' individual who has good academic abilities but also has taken part in other activities inside and outside of school. Apart from the enjoyment and reward of taking part, writing a personal statement on a university or job application is so much easier when you have more to talk about than the fact you 'enjoy music and going to the cinema' or 'socialising with friends'.

Departments publicise their clubs and activities throughout the year, or they can be approached directly.

### **Field**

The field immediately in front of the Culcheth Centre is available for students to use at break and lunchtimes when weather permits. It is not acceptable to use the field at any time during lesson or registration time. Ideally during private study periods you would wish to complete homework tasks, do some further reading or research. There are other outside social areas in the school which could be used discreetly providing no disturbance or distraction is caused to other students who are working.

### **Free School Meals**

Students in the Sixth Form are entitled to receive Free School Meals (FSMs) providing they meet the criteria.

In order to claim FSMs a parent must be claiming one of the following benefits:

- Income Support
- Income-Related Employment and Support Allowance
- Income-Based Job Seekers Allowance
- Child Tax Credit (but not Working Tax Credit is being received by the claimant or his/her partner and the combined annual income as assessed by HMIR on a TC602 form is not above £16,190)
- The Guaranteed Element of Pension Tax Credit
- Asylum Seeker under part VI of the immigration and Asylum Act 1999

If you think that you are eligible to apply for FSMs, or if you are not sure, a parent needs to contact the FSM Administrator for Central Bedfordshire and they will be able to advise further. Please telephone 0300 300 8306.

### **Head Boy & Head Girl**

The position of Head Boy and Head Girl is a highly regarded and privileged position. Elected in the summer term of Year 12 through votes from all the students and staff at Redborne, the Head Boy and Head Girl have a year in office. They represent the whole student body at governors' meetings, lead the school council and taking a big role in the organisation of sixth form and school events.

Any Year 12 student who is remaining into Year 13 may put themselves forward to stand for Head Boy or Head Girl. An election campaign, involving speeches to staff and students as well as posters and other voting incentives, precedes the Election Day.

Being Head Boy or Head Girl is not only a great opportunity to give your time and effort to make a difference to others but also an excellent statement to make on your CV or university application. Even saying you have stood but weren't successful says something about the kind of person you are.

### **Holidays**

In a tightly packed curriculum there is never a good time to have a holiday during the school term. Therefore taking any form of holiday during the school term is highly discouraged.

Regulations allow for a student to a holiday as part of an annual family holiday where there are exceptional circumstances. Permission needs to be sought from the school beforehand by completing and returning the relevant form. These are available from North School Office. Where a holiday is taken without permission, attendance will be classed as unauthorised.

Holidays not only disturb the continuity of your education but they may also conflict with coursework and disrupt the work of others in group practical situations.

### **Library**

The library is based in South School and is shared amongst all students. Fiction and non-fiction books are available that can support your academic studies. Additionally PC and printing facilities are available. Careers interviews take place in the dedicated office in the library.

The library is intended for silent private study. It is the one place in the school that students should be able work in silence if they so wish. During lessons this may not always be possible as classes from other year groups may be timetabled to use the library as part of their academic work. Listening to MP3 players, using a mobile phone or similar is not permitted as this may disturb others.

Your conduct should be such that it does not disturb others. If it does you may be asked to leave the library.

### **Medical Conditions**

Please notify the school if you have a medical condition which requires a care plan, medication or affects your daily activities. It is essential that the details we hold are accurate and kept up to date should an emergency occur.

### **Mobiles & MP3 Players, Etc**

The use of mobiles and any form of personal music/video player should be used with discretion around the school. They should never be used in lessons. Phones should be on silent or, even better, switched off.

It is rude and unacceptable to answer your phone during a lesson. If there is a very important reason to have your phone switched on in a lesson to be able to receive a call then discuss this with a member of staff beforehand and seek their permission. Respect their decision. Walking around the school, particularly during lesson changeover, talking on your phone is potentially a health and safety risk.

Not everyone may share your taste in music so please do not be tempted to entertain us all by using the loudspeaker function or additional speakers on your phone or MP3 player anywhere in the school, including the common room. It can also disturb others who are trying to work.

Nationally, the use of cameras or video recording functions in mobiles has been linked to bullying. This is where students have recorded incidents either with or without other people's consent and then passed them around from mobile to mobile, emailed them to others or posted the recordings on the internet on websites such as YouTube.

To protect students and staff at Redborne you should not use your mobile or a camera to record photographs or video either in or out of lessons. It is recognised that the use of photographs or video in lessons can be useful, for example, as evidence for coursework. This should only be done with the express permission of staff and the photographs or video should only be of products or displays, not of students or staff. Any abuse of this allowance will be taken very seriously. Most faculties have cameras that can be used for the purpose of recording photographs or video.

### **Notice Boards**

Notice boards in the Culcheth Centre are regularly updated with information, particularly with regard to university Open Days. Other information is also displayed, particularly on the notice boards around the Year Room walls on the left of the main entrance, including the weekly sixth form bulletin.

If you wish to display a poster then please ask a member of the sixth form team.

### **Part-Time Employment**

The vast majority of students have some form of part-time employment during their time in the sixth form and to some extent this is to be encouraged. A welcome contrast to academic study, it helps in developing personal skills as well as providing some spending money.

Research several years ago studied the number of hours worked against academic progress and it concluded the suggested maximum number of hours is 10 per week. Any greater number of hours than this began statistically to reduce academic achievement. Finding the right balance between academic study, family commitments, part-time work, sport, hobbies, socialising and relaxing is important in reducing stress and enjoying your time in the sixth form.

Don't be bullied by your employer into doing more hours than you wish to do, but be watchful of what your contract says. Many employers are good employers but on occasion students have felt pressurised into doing more hours, particularly approaching Christmas or during study leave.

### **ICT Room**

The ICT room in the Culcheth Centre is open during the school day and is provided for the completion of academic work. Students should not be playing games or accessing inappropriate websites. There is a ICT room policy, developed in conjunction with students, that sets out what the conditions are under which the PCs may be used. No food or drink should be brought into or consumed in the ICT room. Please do not sit on the benches, this pulls them away from the wall.

The ICT room is largely unsupervised and therefore you are expected to behave in an appropriate manner, conducive to being treated like an adult.

A printer is available in the ICT room. Paper and consumables are paid for through funds the students raise themselves.

Should you discover a fault with a PC then please report it to a member of staff.

### **Personal Relationships**

Please remember that the desire or love you may hold for another student in the school is a personal one and something we don't necessarily wish for you to share with us. A quick hug or kiss on the cheek is fine, but other forms of 'petting' in a public place are not acceptable.

Staff can recognise the difference between a friendly hug between friends and acts of affection in public that may cause offence to others. Such 'petting' may not cause offence to everyone, but nevertheless to some it is not a desirable thing to have to witness and is seen as inappropriate in a public place. This includes sitting on each other in the Common Room or other areas of the school, kissing, leaning and holding each other whilst standing up or against a wall.

Such behaviour is not a good example to set to other students and guests to the school won't wish to see it either. They will get the wrong impression of Redborne as a result.

### **Plagiarism**

Plagiarism is the passing off by a person, in part or whole, of another person's work as their own without acknowledging the source. It is acceptable to quote other people's work in your own work or use a diagram, providing it is not expected that the work will be entirely your own and that you acknowledge the source. Copying large portions of text (particularly from the internet) into your work is clearly plagiarism.

Staff are very skilled at spotting work which is not a student's own, and it is often relatively straight forward to prove it. Plagiarism is taken very seriously by the exam boards and the penalties can be severe. The school has a plagiarism policy which will be followed where plagiarism is suspected.

### **Planners & Diaries**

Every student should have some form of planner or diary, whether paper or electronic at the start of term. As a minimum there should be some organised way to record homework and deadlines. An electronic diary/planner can be synced to your phone's calendar and provide alerts for appointments and impending deadlines.

The correct use of a planner is fundamental to being well organised and being able to manage your time effectively. Therefore it is important to get into the habit of using the planner to record your homework and coursework deadlines.

### **References**

The school is always willing to provide references for full or part-time job applications. If your potential employer is willing to let you, you may put the member of staff of your choice although many institutions write to the head teacher or head of sixth form. These references are normally completed by a member of sixth form staff. As always, it is courteous to ask for someone's permission before putting down their name as a referee. Remember we will be positive about students but equally school staff are always honest in their responses, particularly in relation to attendance and punctuality!

## **Sixth Form Agreement**

The Sixth Form Agreement sets out the expectations placed upon the student, parent or carer and the school whilst you are in the Sixth Form at Redborne.

The Agreement doesn't contain any great surprises. The expectations it contains are all the normal things one might expect to find concerning work, deadlines, behaviour and attendance. A copy of the Agreement will be available at the start of the year.

## **Support & Guidance**

Not everyone finds their time in the sixth form easy and occasionally difficulties can arise. Whether it is an academic, family, bereavement, financial or health issue there is a wealth of highly trained and knowledgeable staff in school that can help with a wide variety of concerns. They can also provide information and contacts with outside agencies if required. All consultations are treated in confidence.

Initially your form tutor or a member of the sixth form year team can assist you if required.

## **Use of Images**

Occasionally we take photographs of students or film them. Photographs may be used in school publications, on our website or displayed in school. Lessons are filmed to improve the performance of students in subjects, such as PE and dance. We also film lessons to improve the performance of teaching staff. If you would prefer your son or daughter not be photographed or filmed, please write to the school marking your letter for the attention of the Principal. The school does not pay students a fee for the use of their image.

Students should not take photographs or videos of staff, students or lessons without their permission.