

BENTON PARK SCHOOL



CREATING A CLIMATE FOR GREAT LEARNING,
SUCCESS AND OPPORTUNITY

Sixth Form Handbook 2018

Maximising your potential in the Sixth Form

Through a combination of supported research and experience, we have compiled the typical characteristics of students who enjoy the highest success in the Sixth Form (in terms of outcome and progression). It is not meant to be prescriptive but can be used as a guide to monitor student effectiveness.

Typical Characteristics:

- Lesson attendance of 95% or preferably higher.
- Completes at least 5-6 hours of independent study (per week) for each subject they are studying. This should include reading around the subject and researching, revision and consolidation of knowledge through practice exam questions or note organisation.
- Submits independent study in full and on time.
- Works no more than 10 hours in paid/voluntary work per week.
- Has a goal, knows what they want to do and is proactive in ensuring they are doing what is needed to achieve their goal. Invests time in setting goals and researching strategies.
- Is effective at time management - uses their diary, to-do lists and timetable to prioritise work, meet deadlines and manage all expectations.
- Is organised and always attends lessons fully prepared with all equipment which may be needed.
- Engages with teachers and tutors. They ask questions to ensure they are clear about what is expected of them and how they can maximise their achievement.
- Engages with parents/carers about their learning – what they are studying, how they are doing and what they are planning to do to improve.
- Uses peers to improve their own learning and study habits through discussion and collaborative working.
- Uses effective revision strategies and employs them throughout the year (not just before examinations or assessments).
- Behaves in a manner appropriate reflecting their position in school, adhering to rules, dress codes and expectations.
- Enjoys a healthy work-life balance. They devote time to other pursuits, hobbies and social activities.

Guidelines for Sixth Formers

Attendance

Good attendance is essential for students to reach their potential. Studies have shown that for every 5% fall in attendance, there is a grade reduction per subject. A missed day has a profound effect at A Level, when every lesson matters with a huge amount of course content to cover.

Contact must be made with school if students are not going to be able to attend Sixth Form for the day, either via email or phone (sixthform@bentonpark.net or the school's attendance line).

An email will be sent to confirm a student's whereabouts that morning, should they not be in, and if no notification has been received. There are **NO** excuses for a missed lesson.

8.30am -2.45pm are the students' work hours. Appointments, work and driving lessons etc should all fit around this wherever possible.

An email or text will be sent home, should a lesson be missed without explanation, to request the reason, or to organise a meeting, should this become common place.

Registration

Registration is an essential part of student's timetable. Students must be in school for **8.30am each morning**. A number of crucial functions are facilitated throughout this time.

Tutorial sessions allow for:

- Monitoring of student performance, attendance and Standards for Learning analysis.
- Pastoral support.
- Key information and documentation to be passed on.
- Training on key examination skills.

There is a key focus in these sessions on supporting students through their Sixth Form experience.

The students' form tutors will become their most useful ally, if they are properly utilised.

Punctuality

Students should be punctual at all times. They should arrive for all lessons and sessions on time every time.

Signing in and out

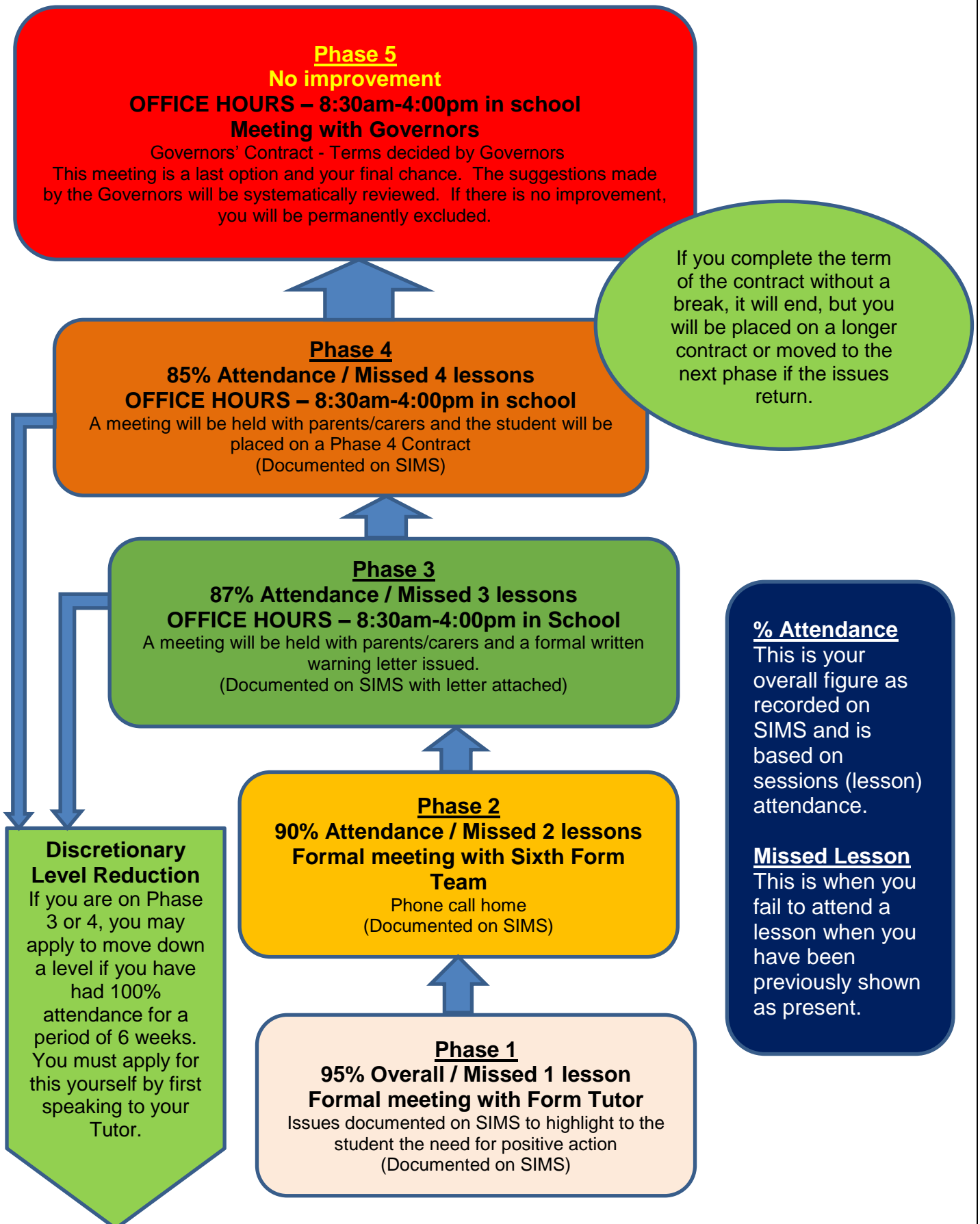
The rules for signing in and out are in place for safeguarding and health and safety reasons.

You must sign out and back in again using your ID card on the school gates should you leave the site. This enables staff to know of your whereabouts, in case of a fire or similar issue.

If you are going to miss a lesson for any reason, it is essential that a member of the key stage team is aware.

BENTON PARK SCHOOL

SIXTH FORM ATTENDANCE POLICY



Behaviour

Staff use ClassCharts to record and report both positive and negative behaviours. There are high expectations of Sixth Formers in terms of their conduct in lessons and around the site, which are entirely in line with their position in school.

Rewards are in place for those students who excel, which are designed in consultation with Student Leadership.

There is a clear policy in place for students who fail to meet these expectations. Students may be placed on a contract (at three levels) which specifies a minimum standard of behaviour in the future. Such a contract would be negotiated between school, teachers and parents/carers.

Dress Code

We operate a **smart, professional dress code** in line with the expectations of members of staff. The aim is to allow for a degree of student choice, whilst presenting a smart example to younger students, the community and ensuring that students are prepared for learning.

ID Badges

- For Health and Safety reasons, it is essential that students have their ID badges around their necks, visible throughout the school whenever they are on the site.

Approved dress code for girls:

- A blouse or collared shirt.
- Dark coloured and tailored trousers or skirt worn to the knee, not fitted or lycra.
- Work appropriate dress.
- Dark coloured shoes.
- A plain jumper may also be worn.

Approved dress code for boys:

- A collared shirt with tie done up to the top button.
- Trousers dark in colour and tailored.
- Dark coloured shoes.
- A plain jumper may also be worn.

The following are not acceptable:

- Black jeans
- Trainers / pumps
- Hoodies
- Leggings
- Polo shirts and T-shirts
- Maxi dresses
- Strappy tops

In addition:

The following items do not portray a professional image and should not be worn or on show at work:

- Any tattoos should not be visible.
- Hair should be neat, tidy and not extreme in style or colour.

BENTON PARK SCHOOL

SIXTH FORM STANDARDS FOR LEARNING

Phase 5

50 Points – Break of Phase 4 Contract

OFFICE HOURS – 8:30am-4:00pm in school

Meeting with Governors

Governors' Contract - Terms decided by Governors

This meeting is a last option and your final chance. The suggestions made by the Governors will be systematically reviewed. If you continue to challenge Sixth Form Standards for Learning, you will be permanently excluded.

If you complete the term of the contract without a break it will end, but you will be placed on a longer contract or moved to the next phase if the issues return.

Phase 4

40 Points

OFFICE HOURS – 8:30am-4:00pm in school

A meeting will be held with parents/carers and the student will be placed on a Phase 4 Contract
(Documented on SIMS)

Phase 3

30 Points

OFFICE HOURS – 8:30am-4:00pm in School

A meeting will be held with parents/carers and a formal written warning letter issued.
(Documented on SIMS with letter attached)

Phase 2

20 Points

Formal meeting with Sixth Form Team

Phone call home
(Documented on SIMS)

Phase 1

10 Points

Formal meeting with Form Tutor

Issues documented on SIMS to highlight to the student the need for positive action
(Documented on SIMS)

Discretionary Points Reduction

If you are on Phase 2 or 3, you may apply for a reduction in your points total if you have a 'clean slate' for a period of 6 weeks. You must apply for this yourself by first speaking to your Tutor.

Positive Points

KS5 – Excellent work

KS5 – Excellent ATL

KS5 - Good Citizen

Behaviour Points

KS5 – Missed Deadline

KS5 – Poor ATL

KS5 - Late

KS5 - Uniform

Progress in the Sixth Form

There is a programme of assessments throughout A Level that are in place to allow students and staff to monitor progress and performance throughout their studies. It is essential that these are approached seriously, so that any intervention can be utilised appropriately should it be needed. It will also form the basis of a students' knowledge of the syllabus' and allow them to properly gauge their next steps.

In order that students may maximise their chances of future success and to encourage those who have not adapted a constructive approach, Sixth Formers may be asked to attend interviews, intervention meetings and mentoring sessions. Students may be placed on a contract (at three levels) which specifies a minimum standard of achievement in future lessons or examinations. Such a contract would be negotiated between school, teachers and parents/carers.

Use of non-teaching periods

Students will now have time that is not directly taught for the first time in their educational lives. How they use this time will dictate how successful they are over the two years of their courses.

Students will all have a minimum of three supervised study periods a week added to their timetable. These sessions take place in X58 and must be treated as a lesson. A member of staff will be on hand for every session to support learning and ensure a purposeful learning environment. Student attendance will be registered and monitored at these sessions. Students are welcome to work in X58 outside of these designated periods as well.

There will also be provision made for private study and enrichment activities, as agreed with Key Stage Leadership.

PSHCE

This is a statutory part of a student's education programme and should be treated as such. Sessions will be split across the year to meet the full curriculum we deliver. Sessions will offer a diverse set of experiences for students and will have a range of foci from current issues to next steps and progression after Sixth Form. They are a critical element of Post 16 education and are planned to meet the needs of our cohort of students – attendance will be compulsory.

Part time jobs and hours of work

Employment is a key part of a student's development but should never occur during school hours. This is to allow for any extra support, meetings and other opportunities to always be accessed when they are offered or become available.

Students can expect to need over 20 hours per week for academic study. Any part time work must be taken on with this in mind.

Progression

It is a key success criteria for us as a Sixth Form that students can access the next step of their choice at the end of their courses. A programme of support is in place for students examining the full range of possibilities that are available. This support will focus on the UCAS and Apprenticeship application process in particular, but will also offer bespoke advice for those students wanting to do GAP years etc.

Work Experience

A week-long work experience is built into the students' learning programme to enable them to gain vital life skills.

Students will be given an information booklet covering the details of this process. Placements must be confirmed as detailed in these documents this is to ensure that all suitable checks can take place prior to the experience starting.

Use of the common room/study areas

The common room is for the sole use of Sixth Formers and the area should be respected and cared for at all times. Consideration should also be given to those working in the vicinity.

Use of cars

Parking in school is not permitted for safety reasons. If you are lucky enough to have access to a car, please park it in a considerate manner, bearing in mind that many of the local roads are very busy and that the school's neighbours will need access to their properties/driveways.

Email Contacts

Attendance (email or phone message must be received by 8:30am at the latest)

sixthform@bentonpark.net

0113 2502330

Key Stage 5 Leadership

Mr M Foster: mark.foster@bentonpark.net
Mr A Feeny: andrew.feeny@bentonpark.net
Miss K Holdsworth: kathryn.holdsworth@bentonpark.net
Mrs M Emmott: michelle.emmott@bentonpark.net
Mr T Connall thomas.connall@bentonpark.net

Form Tutor Team

Year 12

Miss A Briggs abby.Briggs@bentonpark.net
Mrs T Brown teresa.brown@bentonpark.net
Mr S Harlow: steven.harlow@bentonpark.net
Mrs J Keeler: jennifer.keeler@bentonpark.net
Mr J Maude jonathan.maude@bentonpark.net
Mr K Moat: karl.moat@bentonpark.net
Miss C O'Neill clare.oneill@bentonpark.net

Year 13

Mr S Elsley: steve.elsley@bentonpark.net
Miss K Garvie: karen.garvie@bentonpark.net
Mr J Macrow: jordan.macrow@bentonpark.net
Miss F Madden: fiona.madden@bentonpark.net
Mr S Shakeshaft: stephen.shakeshaft@bentonpark.net
Mr S Smith: steve.smith@bentonpark.net
Miss R Walker: rebecca.walker@bentonpark.net

Director of Art

Art and Photography

Mr S Brown: stephen.brown@bentonpark.net

Director of English

English Language, English Literature, Media and Drama

Mrs L Wearing: lynn.wearing@bentonpark.net

Director of Humanities

Geography, History and RE

Mr N Gadsby: nick.gadsby@bentonpark.net

Director of Maths & ICT

Maths, Further Maths, Computer Science and ICT

Mr J Macrow: jordan.macrow@bentonpark.net

Director of MFL

Spanish, German and French

Miss L Dixon: laura.dixon@bentonpark.net

Director of Science

Applied Science, Biology, Chemistry and Physics

Mr J Maude: jonathan.maunder@bentonpark.net

Director of Social Studies

Psychology, Sociology, Health and Social Care, Finance, Business and Economics

Mr M Marsh: matthew.marsh@bentonpark.net

Director of Sport

PE and Sport

Mr D Furniss: dan.furniss@bentonpark.net

Director of Technology

Design Technology

Mr T Longley: tom.longley@bentonpark.net

SENCO

Miss S Cowley: sarah.cowley@bentonpark.net

Key Stage 5 Designated Safeguarding Officer

Miss K Holdsworth: kathryn.holdsworth@bentonpark.net

