



# BENTON PARK SCHOOL SIXTH FORM STUDENT HANDBOOK



# MESSAGE FROM THE SIXTH FORM

At Benton Park, we value more than just grades.

We're proud of how much we support our students for life beyond sixth form. On your very first day with us, we'll encourage you to think beyond sixth form and where you want to go when your studies end.

Our pastoral programme has been carefully designed to prepare you for sixth form study and beyond. Our blend of enrichment, tutorial, employability lectures, work experience, and student support ensures that every student receives a personalised programme of study.

This programme runs alongside your academic qualifications and is intended to not only hone your study skills but also develop strength of character that will prepare you for your future in higher education, work, or further training.

The recipe for success at Sixth Form is simple; work hard, develop good study habits, listen carefully to feedback, and remain buoyant after disappointment and setback. Having dreams and goals is important – keep focused on these throughout your time with us.

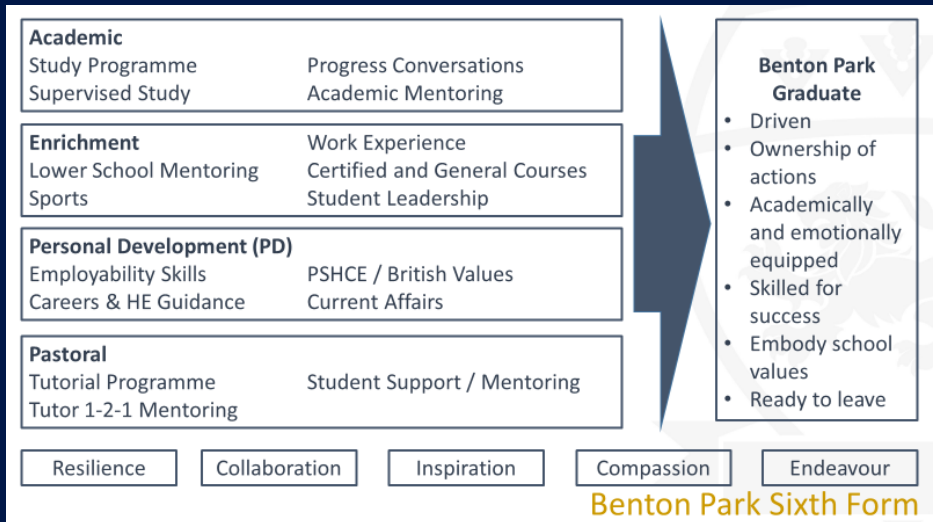
Put simply, hard work and determination pay; students who knuckle-down and make the most of the support that is offered in school will reap the rewards. It's also essential that students are studying the courses that best match their interests and capability.

We aim to send every young person into the world able and qualified to play their full role in it.

Mr O Wharton - Assistant Headteacher Key Stage 5



# THE BENTON PARK GRADUATE



The Sixth Form curriculum is built around the idea of you becoming a 'Benton Park Graduate' displaying the qualities that are detailed above.

Should you take advantage of the opportunities that are open to you in school then you will develop these skills and qualities that will prepare you well for your next steps, wherever they might be.

You, your tutor and your subject teachers, as well as the Sixth Form Team, will support you with this.



# CODE OF CONDUCT

By choosing to study at Benton Park Sixth Form students are committing themselves to our expectations. We are dedicated to providing high-quality teaching, support, and guidance. In return, we expect our students to adhere to our Code of Conduct.

- I will respect the general rules and policies of Benton Park School. I will behave maturely whilst on school premises, and in the wider community
- I will aim for 100% attendance at all sessions. I understand that if my attendance falls below 92%, without good reason, I will be put on a bespoke programme to improve this
- I will arrive at lessons on time. I understand that if I am regularly late I will face a disciplinary meeting
- I understand that in the event of unavoidable absence I, or my parent/carer, will contact Sixth Form attendance during the morning of each day of absence and provide a parental/medical letter on my return to Sixth Form. I agree to arrange routine medical/dental appointments/driving lessons outside the school day
- Between 8.30 am and 3.05 pm, I must be available for lessons, tutorials, and school activities. I must not arrange other activities during this time (driving lessons, paid work or appointments)
- If requested, I will make myself available to attend compulsory booster sessions before or after school, and engage with all support provided



- I will come to Sixth Form suitably dressed for a working environment and adhere to the dress code
- I will wear, and display, my Sixth Form I.D. badge at all times
- I will take responsibility for my learning and use my Independent Study periods effectively; doing extra reading and research beyond the syllabus. I will come equipped and ready to learn. I will complete all homework and coursework on time and to the best of my ability
- I understand that if I am not using my Independent Study time effectively, I will be required to attend additional Directed Study periods to support my learning
- I will utilise the Sign-In app to allow a fire register to be generated so it is clear when I am on and off site
- I will not use my mobile phone during lesson unless instructed by a member of staff. I also understand that my phone (or headphones) should not be visible when in the main school.
- I will check Teams as a matter of course each day to check the information put there and to check for any messages.
- I will ensure that I attend my scheduled tutor meetings and CPD sessions.



# DRESS CODE

Students should dress appropriately for their day in Sixth Form. We recognise people are individuals and this dress code should enable students to represent themselves in a way they feel most comfortable whilst maintaining the school's culture of creating a climate for great learning, success and opportunity.

## **ID Badges**

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

## **Dress for your Day**

Students should dress appropriately for their scheduled school activities in their day ahead. Students should be neat, clean and tidy whilst in school.

Unless engaged actively in a sporting activity in the day then students should adopt a Smart Casual approach being mindful it is a school environment. Items that you would wear to a beach (e.g. vests, non-tailored shorts), club/bar (e.g. figure hugging and revealing items) or the gym (e.g. vests, leggings, crop tops, lycra shorts, tracksuit bottoms) for example would not be appropriate. Ripped jeans, flip flops or sliders would not classify as 'smart'.

Visitors to school are common and students should leave a positive impression of the school on them.

Students should be respectful of other students in their choice of dress.

## **Tattoos, Piercings and Jewellery**

Tattoos that may be considered offensive should be covered at all times.



Piercings and jewellery should be unobtrusive, discreet and inoffensive to members of the school community. Compliance with ethnic and religious beliefs is supported.

### **Difficulties with standards**

Students who have any difficulties maintaining these standards should be prepared to have conversations with members of school staff about the choices they have made. Referrals will be made to the Sixth Form Team or members of the Senior Leadership Team. This may result in students being asked to return home to change attire.



# THE SIXTH FORM STUDY PROGRAMME

Students study at least three subjects with us. Most subjects have six timetabled lessons per week.

We take subject choices very seriously and want to be certain that students are studying the courses that best match their interests and capability and ultimately allow them to experience success. Subject entry requirements help us do this.

If we feel that a student has chosen a course that they are unlikely to perform well in we will have this conversation and look at alternatives ensuring that parents / carers are fully informed throughout.

If students want to change their options, they should speak to the Sixth Form team as soon as possible. There will be a published cut off point for this to happen at the start of Year 12.

All students have the opportunity to participate in activities that supplement their studies. These activities are designed to enhance students' time at Benton Park Sixth Form and develop key skills that will benefit them both in, and outside of the classroom. In the past, activities have included; The Duke of Edinburgh Award, Mentoring, an Extended Project Qualification, Sport and the English Speaking Board qualification to name but a few.





# ATTENDANCE & PUNCTUALITY

Attendance is important to us. If students are not in school, then they are not learning.

- If students are unable to attend school due to illness or other unavoidable circumstances, they must e-mail [sixthformabsence@bentonpark.net](mailto:sixthformabsence@bentonpark.net) as soon as possible.
- Holidays should not be taken during term time. If students wish to take a holiday during term time please contact us to discuss this.
- Dental/medical appointments should be arranged outside lesson times and preferably after school or during holidays where possible. Where this is not practical, a note of explanation should be given to Sixth form attendance.
- To reflect the importance of attendance, if a student's subject attendance falls below 92%, without a valid reason, there will be programme of support put in place.
- Students are expected to arrive at their timetabled lessons on time. Repeated lateness may result in a Performance Review.
- Driving lessons must not be scheduled during school hours.



# WHAT DO I DO IF THINGS GO WRONG?

Our Sixth Form has a dedicated support team that is on-hand to support students with any personal or educational issues. Students are encouraged to come and speak to a member of the Sixth Form team if they have any questions or worries. Alternatively, students can speak to their class teacher or any other member of staff in school.

We work alongside our students and encourage them to get involved with the day-to-day running of their Sixth Form. Students have the opportunity to join our Student Leadership Programme, who meet regularly with the Sixth Form team to raise issues and discuss solutions.

We welcome regular communication with parents, please don't hesitate to contact Sixth Form if you have any queries or concerns ([sixthform@bentonpark.net](mailto:sixthform@bentonpark.net)).

**Mental health and wellbeing:** our students' mental health and wellbeing are important to us. We understand that Sixth Form study can be intense, and at times, students may need help. Students can access support via our student support team, who can signpost to other support within school if required. Mindfulness and wellbeing themes are embedded throughout our enrichment, lecture, and assembly programmes.



# HOW WILL MY PROGRESS BE MEASURED?

- Class teachers will judge students' effort and attainment several times throughout Sixth Form. Teachers will grade students' overall effort in lessons, as well as other behaviours and characteristics which will be recorded as an ATL score. This information will be sent home.
- Students will be examined, in most subjects, after two years of study. Mock exams will be used to judge their progress during their courses, too. This information will also be sent home.
- Progress conversations will be scheduled to take place for each subject periodically throughout your course. These are designed to support your learning and understanding of how you can improve and progress.
- A parents' evening will be held during year 12 and year 13.



# WHAT HAPPENS IF MY PROGRESS CAUSES CONCERN?

At several points throughout the year, students' performance will be reviewed by the Sixth Form team. If a pupil's performance causes sufficient concern, then they will be subject to a Performance Review. The Performance Review process is designed to support students and help them achieve their full potential.

Students will be subject to a Performance Review 1 if two or more of the following criteria are met:

- Attendance is below 95%
- 5 or more late marks are received
- Effort is judged as an ATL 3 in two or more subjects
- Predicted grade is two levels or more below their Likely target in at least one subject.

During a Performance Review, targets will be set, and a review date will be agreed. A letter will be sent home as confirmation that a Performance Review meeting has taken place. The targets set during these meetings will be shared with class teachers.



Students will be subject to a Performance Review 2 if they have failed to make necessary improvements following a Performance Review 1 or three or more of the following criteria are met:

- Attendance is below 90%
- 10 or more late marks are received
- Effort is judged as an ATL 3 in two or more subjects, or 1 is an ATL 4.
- Predicted grade is two levels or more below their Likely target in at least one subject.
- Misconduct. Serious abuse of staff/pupils/premises or failure to comply with any school policies. Misconduct alone is sufficient enough to justify a Performance Review 2 meeting.

Students will be subject to a Performance Review 3 if they have failed to make necessary improvements following a Performance Review 2 or:

- Repeated failure to comply with school policies
- Gross Misconduct (for example, physical abuse, harassment, drug/alcohol misuse)
- A pupil's behaviour is damaging the reputation of Benton Park Sixth Form.



# WHAT IS INDEPENDENT STUDY?

We want our students to be independent learners, and we give them opportunities to do so, but we also want them to take ownership of their learning. For some students, this is a difficult balance to strike. Whilst some thrive in the environment that Sixth Form provides, some need a little more supervision and intervention.

To help with this, all students' have study periods on their timetable alongside non-contact sessions. They are expected to be working on their studies from 8.30 am – 3.05 pm every day and must not arrange other activities during this time.

As a general guide, students should be studying 3 - 4 hours per day beyond their lessons, either in school or at home. Students will be set homework and coursework assignments, plus revision for tests, assessments and examinations, all of which should take place outside of lessons.

Students must make time to study; balancing work and relaxation is difficult at first. Our advice is to work hard at school in study periods. It is important to have a sensible work-life balance, but often students have the wrong balance of too much social life and part-time employment, and this leads to poor performance and results.



# PART TIME WORK

We appreciate that some students may want to have a part-time job whilst they study with us. We recognise the benefits of work; it develops team building, social and interpersonal skills and enhances students' future applications.

However, too many hours of employment in the evenings and weekends is not compatible with Form study. Experience tells us that students do not cope with their schoolwork as a result. We suggest that students work no more than 9 hours per week.

# 16-19 BURSARY

Students who want to apply for a bursary must complete the application form, which is available from the Sixth Form office and on the school website.

For more information, please speak to a member of the Sixth Form team.

