

# **THE SIXTH FORM**



## **Upper Sixth Student Guide**

**Learning to shape the future**

## **Congratulations and Welcome back!**

Dear Student,

Congratulations on your successful AS results! The year ahead will be very busy and exciting as you embark on the final stages of your 'A' levels and apply for higher education or employment and some of you may well be considering taking a gap year to travel and so forth.

To achieve your ambitions you will as always be expected and need to work hard and be well prepared.

The Upper Sixth is very short, just nine months in fact, remember that as a result of your hard work you will fulfil your potential and have a great future ahead.

Very best wishes for the year ahead.

***Miss W. Gordon***  
***Director of Sixth Form***

***Miss K. Main***  
***Head of Year 13***

## **PLaN time and Sixth Form Diary**

Your tutor will issue you with a new diary this academic year. Please ensure you use it and remember it will be checked by your tutors or the year team to monitor your organisation. Over the next few weeks you will be required to reflect on your AS examination performance and consider

- Did you meet the target grades?
- Do you need to resit modules?
- Consider what your key targets are for this year to ensure you achieve your full potential.

Please speak to Mrs Owen, the examination officer, if necessary – she is situated on the ground floor 'A' block corridor.

## SIXTH FORM ELECTRONIC REGISTRATION PROTOCOL

- The electronic reader is located in the Sixth Form common room and in main reception.
- Students must wear their ID card at all times for safeguarding reasons.
- Year 13 must be on site and register between **8.40 am and 8.50 am**. Students swiping in after 8.50 am will be regarded as late except for those on Home Study. **Three lates in a half term will result in an after-school detention.**
- Year 13 students who have been granted the privilege of Home Study need to ensure they register in and out of school as agreed in accordance with their Home Study contract. Failure to follow this procedure will result in truancy call being sent out to parents/carers. Please note Home Study is not permitted until November and on an individual basis.
- If students forget their ID cards they must sign in at the main reception. Failure to register will lead to truancy call being sent out to parents/carers. If students continually flout attendance procedures, we reserve the right to rescind Home Study.
- Students must not under any circumstances give their card to another student to register on their behalf. **Such breaches will be dealt with very seriously and could jeopardise a student's place in the Sixth Form.**
- In the case of planned absences, e.g. medical appointments and driving lessons, students must sign out at the main office or on the evacuation sheet located in the Sixth Form common room. Students will also need to use their ID to swipe out and back into school once they return.
- Students who are unwell must follow the current protocol and report to the main office. Once parents/carers have been contacted, the student will be required to sign out in main reception and swipe out using their card.
- Students must ensure that when they leave the school premises they sign out. Persistent failure to sign out breaches health and safety regulations and students will be placed on an after school detention.
- Students are responsible for their ID card, if the card is lost this must be reported immediately to the IT technician. If students don't follow this protocol, they could jeopardise their place in the Sixth Form. A new card will be issued but a charge may be incurred.

### Registration

This is a crucial aspect of the school day. You are expected to take responsibility for regular attendance and punctuality. You will require references when you leave school for higher education/employment. Admissions tutors and employers take attendance into consideration when assessing applications.

### Lateness

If you are late you must sign in at Students' Reception where they will record how late you are and this goes on your record. This applies to notes before an absence (eg if you are attending an open day) and after (e.g. period of illness). All absences need to be followed by a note.

## Holidays

A level examinations take place throughout May and June, so holidays should not be planned for this time.

All Upper Sixth students are advised to be available in mid-August to receive their results; the Sixth Form Team will be available to offer advice regarding university issues.

## Sixth Form Dress Code

Standards of dress and appearance should be appropriate for the business of studying and should not include styles which are extreme. Low cut tops and clothes that expose underwear should not be worn. Skirts and shorts should be of a respectable length. Tattoos should not be visible. Dress for more formal occasions (Awards Day, Open Evening etc.) must be appropriate. If you fail to meet these standards you may be asked to go home and change. If students are uncertain, they should ask beforehand. The school has the final decision on what is appropriate dress.

## Driving lessons and cars

Students may only bring a vehicle to school if they:

- have passed the driving test
- display a valid permit

Permits are available from Miss W. Gordon and must be obtained before the vehicle is driven into school. Permits must be signed by a parent / carer and the student. Vehicles may only be parked in the County offices car park and cars must not be used for smoking. Driving lesson must not coincide with any timetabled lesson or afternoon registration.

## Smoking

Upton High School is a 'no smoking site': smoking is **NOT** permitted on the school or County offices premises. Students must refrain from smoking on the school buses and in the immediate vicinity of the school.

## Home Study

Now that you are Upper Sixth you may officially take home study after the Interim 1 report in the first half term. If you wish to participate in this scheme, you will need to complete the Home Study Contract form and return it to your form tutor before any home study is taken. If you change your mind about taking home study you must swipe in as usual so that we know you are on site for fire regulations. Please note home study is based on good or excellent in all categories. Students **must** have an excellent attendance and punctuality record (i.e. 95%).

If there are any concerns concerning your attendance, punctuality or performance you will not be allowed to take any further home study periods. We reserve the right to withdraw home study if there is a deterioration in performance or attitude.

## **Discontinuing a course**

Upper Sixth students should be taking 3 or 4 A levels. If you wish to discontinue a subject you must obtain a letter from the sixth form office. It must be signed by the student, parent/carer Head of the relevant Department. You must continue to go to this lesson and register until you receive a new timetable, so that you are accounted for.

## **UCAS**

Your UCAS form must be completed before the end of November. Please see relevant pages in your diary for key dates regarding deadlines. You should ensure you complete your application form in good time. Tutors and the main office require approximately 3 to 4 weeks to process each application.

The Higher Education Adviser, Mr Jones, will be available to help you with your personal statements. The Careers Adviser, Mrs Wood, will be available to discuss alternative routes e.g. employment, apprenticeships and gap years. For further information and advice, speak to them or to your tutors and the Sixth Form Team.

## **Opportunities and Enrichment**

There is a tremendous variety of opportunities in which to get involved. See your Sixth Form Review & Monitoring booklet for a basic list, which is by no means exhaustive. You should aim to be involved in two forms of enrichment activities in order to be able to write about the skills gained in your personal statement.

## **EPQ**

We have a very successful EPQ programme. It is a prestigious, accredited course which counts for up to 28 UCAS points. It is viewed very favourably by Universities and, whilst it can't be used as a grade offer, some universities may offer an alternative grade requirement for students studying the EPQ. As Newcastle University states, 'If you offer an Extended Project, it will be taken into account as part of your application profile. Any offer may be varied in recognition of the level of study skills that will have been developed'.

See Ms. Brady in the Sixth Form Office if you are interested and have not yet signed up.

## **Celebration**

Don't forget the Upper Sixth Ball held annually at the Queen's Hotel, Chester – it promises to be a fabulous evening to celebrate your time at Upton High School.

We would like to take this opportunity to wish you a very successful year.

***Miss W. Gordon***

***Miss K. Main***

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