

# **THE SIXTH FORM**



## **Lower Sixth Student Guide**

*Learning to shape the future*

## **Welcome to the Sixth Form at Upton High School**

Dear Student,

Congratulations on your successful GCSE results. You are now embarking on a very exciting phase of your education and we wish you every success.

Over the next 2 years you will need to display a highly committed approach to your academic studies. We expect exemplary standards from our sixth form students; we want you to be ambassadors for the school and role models for our younger students to aspire to.

We hope you will:

- Display a conscientious attitude and approach to your studies
- Contribute to and participate in the life of the school and the wider community
- Take the opportunities provided by demonstrating leadership to younger members of the school community
- Embrace the new experiences available to you in order to make the most effective use of your time at Upton High School

**Director of Sixth Form:**

**Miss W. Gordon**

**Head of Year 12:**

**Ms H Brady**

**Head of Year 13:**

**Miss K Main**

**Higher Education Adviser:**

**Mr C Jones ([uptonucas@live.co.uk](mailto:uptonucas@live.co.uk))**

**Careers & Apprenticeships Adviser: Mrs S Wood**

## The School Day

The school day is divided up as below  
We operate a 2 week timetable i.e. Week 1 and Week 2

Period	Start time	End time
Movement bell at 8.35 am		
Registration	8.40 am	8.50 am
1	8:50 am	9:50 am
2	9.50 am	10:50 am
Break	10.50 am	11:10 am
3	11:10 am	12:10 pm
Lunch	PLaN A: Year 13	PLaN B: Year 12
	12.10 pm – 12.45 pm Tutor Period	12.10 pm – 12.35 pm Lunch
	12.45 pm – 1.10 pm Lunch	12.35 pm – 1.10 pm Tutor Period
Movement bell at 12.35 pm and 12.45 pm		
4	1:10 pm	2:10 pm
5	2:10 pm	3:10 pm

You will receive a printed timetable of your AS courses, this will also include the teachers and the rooms. If any of the details are missing or incorrect, please alter the mistakes in red and return the timetable to your form tutor. These alterations will be added to the school's database and a new timetable will be issued. It is very important that we have an accurate timetable for every student for safety reasons.

### The Sixth Form Induction

All Lower Sixth students will be expected to attend a one day Induction Day at Chester University. Previous students have found this to be an enjoyable and worthwhile experience.

The course will consist of a range of teambuilding and study skills. Detailed information regarding the visit will be distributed in early September. Additional team building activities will be available in due course.

### Attendance and Punctuality

#### Attendance

**Expectation – 96%**

We expect full attendance in the Sixth Form. It is your responsibility to make sure that we have an accurate record of your attendance. Full attendance for registration and lessons is required. If you know you are going to be absent, please inform your form tutor and subject teachers in advance. All absences must be covered by a note from your parent / carer, which must be given to your form tutor. Your parents will be contacted if we do not have an adequate explanation for your absence.

## Lateness

If you are late you must also sign in at Student Reception. For health and safety reasons, it is vital that we know you are on the site. If your lateness becomes an issue you could lose all your free time as a result.

### **SIXTH FORM ELECTRONIC REGISTRATION PROTOCOL (Not available to Year 12 students until the end of September)**

- 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.
- Only once students in Year 12 have been issued with an ID card, the students must register via the reader **between 8.40 am and 8.50 am** prior to attending their first lesson or engaging in private study.
- 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.
- 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.

## Sixth Form PLaN

PLaN is a vital part of your Sixth Form experience. During PLaN your tutor will get to know you and be able to offer guidance and support. Topics covered will include academic skills, current affairs, British values, staying healthy and post-18 pathways.

## Assembly

The Sixth Form assembly takes place in the Hall once a fortnight. Your tutor will register you in the Hall so you must sit with your tutor group. The assembly will cover topics from examination details and Higher Education advice through to charity and social events. On occasions additional assemblies will be held to address specific years and issues.

## Working in the Sixth Form

### Study Periods, additional study and Time Management

The level and intensity of student workload increases dramatically at AS level and Sixth Form students will require a different approach to their work than previously done at GCSE.

Study periods are a part of your timetable. You should make use of these to complete assignments, homework and research information. It is not regarded as a 'free' period. Additional study is crucial to all subjects and the hours required are outlined below. You are advised to use your available time in school effectively. Your tutor will discuss ideas for effective time management with you.

<b>Subject</b>	<b>Year 12</b>	<b>Year 13</b>
Art (Textiles, Fine Art, )	5 hours	5 hours
Biology	6 hours	6 hours
Business Studies	3 hours (minimum)	4 hours (minimum)
Chemistry	6 hours	6 hours
Computing + ICT	5 hours	5 hours
Design & Technology	3 – 5 hours	3 – 5 hours
Drama	4 – 6 hours	4 – 6 hours
Economics	6 hours	6 hours
English (Lang. + Lit.)	4 – 5 hours + hotspots	5 – 6 hours + hotspots
Environmental Science	4 hours	4 hours
Government & Politics	5 hours	6 hours
Modern Foreign Languages	4 hours	4 hours
Further Maths	5 hours	5 hours
Geography	4 hours	4 hours
History	5 hours	6 hours
Mathematics	5 hours	5 hours
Media	6 hours + hotspots	6 hours + hotspots
Photography	4 – 5 hours	4 – 5 hours
PE	4 hours	5 hours
Physics	6 hours	6 hours
Psychology	4 hours	5 hours
Sociology	4 hours	5 hours

## Home Study

There is no home study for Lower Sixth students.

## Monitoring Progress and Targets

Student monitoring takes place regularly. Parents receive two interim reports, one main report, and a mock examination report. There is one parents' evening in the year, one Information Evening and a 'Meet the Tutor' Evening. Dates for monitoring will be sent home via the Sixth Form calendar.

## **Enrichment Activities**

'Students make the most of an excellent range of enrichment opportunities' – OFSTED

2015.

In addition to your academic studies there will be many opportunities for you to contribute to the life of the school. Every student is expected to be involved with at least 2 activities in addition to their AS subjects. These will help you develop as a person and enhance your social skills and enable you to write about them in your Personal Statement when you apply for higher education or employment after the Sixth Form.

It is important that you keep a list of your achievements and experiences together with any corresponding evidence. Students will get full guidance on the update process later in the year.

Remember, make a note of everything you do from prefect duties to fund raising as well as academic successes – the more notes you keep, the easier the update process will be. Potential employers and universities are looking for these individuals who have made a significant contribution to the school and local community as well as academic excellence.

## **Sixth Form Leadership Group**

Do you want to lead Sixth Form students? Are you a resourceful, proactive person who can work effectively with staff and students? This is an exciting opportunity for innovative students to lead initiatives and play a leading role in the school and local community. This is a prestigious leadership role. Every form group is asked to provide one representative.

## **Fund Raising**

The Sixth Form charity week is a long recognised tradition that sees all Sixth Formers raise money for local, regional and national charities. Thousands of pounds are raised every year and now is your chance to get involved in many different ways, from choosing the charity early on in the academic year to the culmination during the main charity week. Look out for opportunities during the year.

## **Reading Buddies**

This is an opportunity for Sixth Form students who want to get involved with helping younger students to read. Students will have training sessions before being assigned as a reading partner. The scheme offers a practical way of helping young students settle into a new school and build up their confidence with reading.

## **Voluntary Support**

Many subject teachers and the Special Needs Department will be grateful of your support in lessons to help children with learning difficulties. Please see the Head of Special Needs if you want to help. For other subjects speak to your own subject teachers or the Head of Department. Support will take place at a mutually acceptable time. Any students considering teaching would find this a useful addition to their Personal Statement. Support can be given in all subject areas and you do not have to be an expert in this area. A willing helping hand might be all that is needed to give attention to a younger student who might be struggling or helping a gifted student.

Absolute reliability is a key issue if you volunteer to help. The teacher and in particular the student will be let down if you do not attend.

All Lower Sixth can volunteer to help with PE clubs and lessons. See PE staff if you wish to support with PE activities.

### **Exceptional Ability Mentors**

If you wish to support younger gifted and talented students with a variety of activities, see Mr A McFadden who organizes Sixth Form Mentors for year 7 gifted and talented students.

### **Young Enterprise**

An opportunity to develop your entrepreneurial and team building skills. The Head of Business Studies, will make a presentation to launch the activity during briefing early in the autumn term. (You do not have to study Business Studies to get involved). There is also an opportunity to get involved with the Young Consumer national competition. See the Head of Business for details.

### **Music**

You are encouraged to play an instrument while you are in the Sixth Form, by either taking up an instrument or continuing with one you already play. There are opportunities to be involved in the school's orchestra, bands and choirs. See the Head of Music for details.

### **Drama**

Every year the school puts on a major theatrical / musical production, including *Wizard of Oz*, *Hairspray*, *Grease* and *Aida*, *Ghost*, to name but a few! Mr Tierney needs your support for all aspects of this, from acting and make up to stage management and lighting.

### **Young Engineers**

If you are planning a career in engineering, see the Head of Product Design who has information about the Young Engineer Scheme.

### **European Youth Parliament**

If debating is your talent, there is an opportunity to get involved with the European Youth Parliament. See the Head of History for more information.

### **Other Opportunities**

These are not the only ways you can get involved. There are many activities and events throughout the year where your support will be welcomed. These include helping with information evenings, PTA social events, presentation evenings and showing prospective students around Upton High school.

There are plenty of opportunities for everyone to get involved and enjoy their time at Upton.

“There are many opportunities which are highly enriching and beneficial for me and will look great on my University application.” **Sophie (Year 13)**.

## **Facilities**

### **Study Areas**

The Sixth Form have access to the International Learning Hub during their study periods. This is a silent area. The International Learning Hub is an excellent, well stocked learning resource area with access to numerous facilities, from newspapers and periodicals through to Internet and reference books. Please respect the rules of the International Learning Hub. Sixth Form students may also work in several subject areas where provision has been made for them, please ask your subject teacher or the Head of Department. The common room is also used for study but the atmosphere can be distracting if you have an important assignment or coursework.

### **The Common Room**

The common room next to 'D' Block is open every day from 8:00 am to 3:30 pm. Both rooms are for Upper and Lower Sixth students, there is no segregation. This is your space to relax in at break and lunchtime. You can also use it during the occasional study period where you can work in a more informal environment. In warm weather students often sit outside in the patio area but they must locate well away from the teaching mobiles.

### **Respect for the Common Room**

The Sixth Form common room and outdoor patio is a privilege and students should respect other students, staff and furniture whilst using this facility. A cleaning rota is arranged and everyone is expected to play their part in keeping the common room clean.

#### **Key points:**

- Litter should be placed in the bins provided.
- Facilities should not be defaced or damaged in any way.
- No ball games, Frisbees or other unsuitable activities within the common room at any time
- High standards are expected within the café area. All students must clear their own rubbish and treat the staff with the upmost respect.
- Foul and abusive language will not be tolerated.
- Tidying the common room is allocated on a rota system.

**Remember you are setting an example to the rest of the school.**

## **ICT**

You will need to develop your IT skills whilst in the Sixth Form. Computers are widely available for use. The suite in the Geography Department can be used if you negotiate with the Head of Geography.

If you are new to the school, please see the Computer Technicians to gain your initial access to the school computer system. You are allowed to bring your own tablet device into school. As we operate a managed Wireless solution throughout the campus, we have in place structured capacity to allow external wireless devices internet connectivity. Users wishing to connect their device to the network need to seek advice from ICT Support or the Learning Hub. Please be aware that wireless access is granted on tablet devices only, mobile or smartphones are not permitted access to the network.



## **Part-Time Employment**

Many Sixth Form students have part time employment. The advantages of this are bringing in much needed cash, as well as acquiring skills of working with others, taking responsibility etc. It is important to plan how much time you have for part time work. Extensive employment in the evenings and at weekends is not compatible with your studies, remember you also will want time to socialise and sleep! Don't let your work suffer because of lack of time or tiredness. Learn to say 'no' to extra hours or other temptations the employer may offer. It is not a good idea to work both Saturday and Sunday – remember you have chosen to stay at school to obtain more qualifications and this should be your highest priority. We **strongly** advise a **maximum** of 12 hours part-time work.

## **Careers and University Applications**

We have an expert team offering guidance and support to all Sixth Form students. Mrs Wood, our long term careers adviser, is available to make an appointment with via your form tutor. Mr Jones skillfully guides students through the UCAS application process. Mrs Wood and Mr Jones are an integral part of the Sixth Form team and host briefing sessions for students throughout the year.

## **Fire Regulations**

To meet fire regulations you must make sure that you have signed in/out so we know who is on site at any one time. If the fire alarm sounds, go to the Sixth Form assembly area on the school field at the Sports Hall end, lining up with your tutor group in register order. If you are in the common room or elsewhere in a free study period, also proceed immediately to the Sixth Form assembly point on the field.

## **Smoking**

Upton High School is a 'no smoking' site and therefore smoking is not permitted on the school or County Offices premises, in particular the car park. Students are asked to refrain from smoking on the school buses and in the immediate vicinity of the school.

## **Cars and Driving Lessons**

Qualified drivers may park in the recreation centre car park when they have obtained a permit from Miss W. Gordon. Students may not park their cars on the main school sites. The parking permit must be clearly displayed on the vehicle windscreen.

Driving lessons must not be arranged to coincide with scheduled lessons and learner drivers are not allowed on the school site.

## **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.

## **Change of Course**

If circumstances require you to change a course of study there must be a full discussion between your subject teachers, Head of Department, parents and Head of the Sixth Form. A change of course form will then be issued. When complete, the form must be returned to the Year Office, The student will need to alter his or her timetable and return any resources to the appropriate department. No changes of course will be permitted after 1<sup>st</sup> October of the Autumn Term.

## **Support**

There may be occasions when you need help or assistance with academic work or a personal problem.

If you are late with an assignment or other commitment, please see the teacher involved as soon as possible or before the deadline to explain the difficulty. You will get an understanding hearing but if a piece of work is overdue and you take a day off, you are avoiding the issue. Try to work out a mutually acceptable solution with your teacher by acting in a mature manner. There are several sources of help and people to talk to:

- Your tutor; arrange a mutually convenient time
- The school nurse
- Head of Year 12
- Director of Sixth Form
- Mr C Jones
- Mrs S Wood

Please feel free to seek advice/help at any time.

## **Your Responsibilities**

As a Sixth Form student you are the senior members of the school and are important role models for the younger students. Your behaviour and appearance should set a good example to others. I would like to take this opportunity to wish you every success here at Upton.

Kind regards,

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



