

# **THE SIXTH FORM**



## **Upper Sixth Student Guide**

**Learning to shape the future**

## **Welcome back!**

Dear Student,

The academic year ahead will be very busy, as you focus on achieving your potential, but also exciting, as you embark on the final stages of your studies and apply for higher education, an apprenticeship, employment, or plan for a gap year.

To achieve your ambitions you will, as always, have to work hard and be well prepared. The Upper Sixth is short and you will have to make the most of your time from the very first day. Don't waste a moment, make the most of these final months in school, to ensure that you fulfil all your dreams and ambitions. The Sixth Form Team is always available to offer support and advice and we are with you all the way.

Very best wishes for the year ahead.

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

***Miss K. Main, Assistant Head of Sixth Form***

## **Ethos of the Sixth Form**

Our Sixth Form students are regarded as senior members of the school and as such are important role models for younger students. Accordingly, we expect that behaviour and appearance should set a good example to others. The Sixth Form aims to provide our students with the opportunities and encouragement they need to reach their full potential. We want to prepare them for life beyond school, ensuring that they leave us as well-rounded, confident and reflective individuals, well-prepared for the challenges ahead. We are proud of our outstanding status and encourage our students to celebrate their successes and achievements and hope that they will look back on their time here at Upton-by-Chester High School Sixth Form as a happy and rewarding experience.

## **Support for Students**

Students do sometimes have issues, whether personal or related to their studies, particularly in this stressful year in which there is considerable pressure, and they may need to discuss these and seek advice and support. Tutors get to know students in their form really well and are always willing to listen and offer support and advice. Subject teachers, Heads of Department or the Sixth Form Team are also always on hand to help. We can guide students towards specialist counsellors as necessary and can, under certain circumstances and where appropriate, refer students to external support teams.

## **A reminder about some of the Sixth Form protocols...**

### **Morning Registration & Punctuality**

The expectation is that attendance will be 96% and all students are expected to take responsibility for regular attendance and punctuality. Registration is from 8.40 a.m. until 8.50 for all Sixth Form students and students should be on time for this and for all of their lessons. Students swiping in after 8.50 am are recorded as late. Students who are late must sign in at Student Reception. **Three lates in a half term or failure to swipe on three occasions will result in an after-school detention.** If a student forgets their ID card they must sign in at the main reception. Failure to register will lead to a truancy call being sent out to parents/carers. The electronic system automatically calculates the student's percentage attendance and punctuality for registration and every lesson. Students often require references from school and employers take attendance into consideration when assessing applications.

### **PLaN**

Attendance at PLaN is compulsory, as it is not only where students receive their attendance mark for the afternoon, but is also a vital part of the Sixth Form experience. During PLaN tutors are able to offer guidance and support throughout this crucial final year in the Sixth Form. Tutors discuss academic progress with students and have frequent individual reviews with them. PLaN is also where part of the enrichment programme of the Sixth Form is delivered and includes discussion about, among other topics, current affairs, British values, global issues, health, post-18 pathways, as well as academic skills.

## **Home Study**

Students in the Upper Sixth may be eligible for home study after the first report in the first half term. Home study is based on good or excellent in all categories on the report and students **must** have an excellent attendance of at least 95% and an excellent punctuality record. Students who are eligible for this should complete the Home Study Contract form and return it to the Sixth form Office. Students taking home study must still swipe in to comply with fire and safety regulations. We reserve the right to withdraw home study if there is a deterioration in performance, attitude or attendance.

## **UCAS**

UCAS forms must be completed by the deadline (see Planner). Students receive timely and detailed information about the process of applying for universities, including assistance with completing personal statements and acquiring references. Careers Adviser, Mrs Wood, is available to discuss alternative routes such as employment, apprenticeships and gap years. The Sixth Form Team and tutors are also available to give support and guidance.

## **Opportunities and Enrichment**

There is still time in this final year to get involved with initiatives beyond academic studies. There are many opportunities, and involvement and commitment help students to develop as a person, build confidence and enhance social skills. It is useful for students to be able to write about what they have achieved in their Personal Statement when applying for higher education or employment. It is advisable to keep a list of achievements and experiences, together with any corresponding evidence. Potential employers and universities are looking for well-rounded individuals who have made a significant contribution to the school and local community, as well as academic excellence.

## **EPQ**

We offer the Extended Project Qualification to some students in the Upper Sixth. This is an accredited course which impresses employers and is viewed 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.

## **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 issues about university places.

## **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 (Open Evening etc.) must be appropriate. If students fail to meet these standards they 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.

### **Cars and Driving Lessons**

Qualified drivers may park in the Recreation Centre car park in the designated spaces when they have obtained a parking permit from the Sixth Form Office. Students may not park their cars on the main school site. The parking permit must be clearly displayed on the vehicle windscreen.

Driving lessons must not be taken during scheduled lesson time or during PLaN and learner drivers are not allowed on the school site.

### **Smoking**

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

### **Celebration**

The Upper Sixth Prom is held annually in May at the Queen Hotel in Chester, a fabulous event to celebrate students' time at Upton High School. We also invite students to join us for drinks and snacks in the December after they have left school, to informally catch up with teachers, tutors and each other.

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

***Miss W. Gordon***

***Miss K. Main***

