

# **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 two 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 excellent role models for our younger students.

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

### **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.

We would like to take this opportunity to wish you every success here at Upton.

Kind regards,

### ***The Sixth form Team***

**Head of Sixth Form:** Miss W. Gordon

**Assistant Head of Sixth Form:** Miss K Main

## General Information

### The School Day

We operate a 2 week timetable:

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 12.10 pm – 12.45 pm Tutor Period 12.45 pm – 1.10 pm Lunch	PLaN B: Year 12 12.10 pm – 12.35 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

### Sixth Form Induction

All Lower Sixth students are expected to attend an Induction Day at Chester University in September, an event which students have previously found to be enjoyable and worthwhile. The day consists of a range of teambuilding and study skills. Detailed information regarding the visit will be distributed in early September. In addition to this, a morning dedicated to study skills is scheduled in the first half-term for all Year 12 students.

### Attendance and 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. The school has an electronic registration system and students use swipe cards to register in and out of school. The 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.

### SIXTH FORM ELECTRONIC REGISTRATION

- The electronic readers are located in the Sixth Form common room and in main reception.
- Students must wear their ID card at all times for safeguarding reasons.
- Once students in Year 12 have been issued with an ID card, they must register via the reader **between 8.40 am and 8.50 am** prior to attending their first lesson or engaging in private study.

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.

- Year 12 students are not eligible for 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 seriously.
- In the case of planned absences such as medical appointments and driving lessons, students must sign out at the main reception, in addition to using their ID card to swipe out. Students must swipe back in upon their return to school.
- Students who are unwell and need to go home must follow the current protocol and report to the Sixth Form Office. Once parents/carers have been contacted, the student must sign out in main reception and swipe out using their card before leaving the premises.
- Students must ensure that when they leave the school premises they sign out. Persistent failure to sign out breaches health and safety regulations.
- Students are responsible for their ID card. Lost cards should be replaced immediately by the IT Technician; there will be a small charge for the replacement.

## **Mobile Phone Policy**

Students in the Sixth Form may use their mobile phones in the Common Room and the Café. They may also use them in the Hub for the purpose of learning and in the classroom, as directed by the teacher, for the purpose of learning only. Students may not use mobile phones or wear headphones elsewhere on site.

## **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 get to know students and are able to offer guidance and support throughout the two years 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.

## **Assemblies**

Attendance at Sixth Form assemblies is compulsory. They take place in the Hall once a fortnight. Tutors register students in the Hall and to facilitate efficient registration, tutor groups should sit together. The assemblies cover a wide variety of topics, themes and issues.

## Working in the Sixth Form

### Study periods, additional study and time management

The workload increases dramatically from GCSE to A level and students need to have a practical approach to their learning. Good organisation is crucial, as is the ability to work independently, whilst seeking advice from teaching staff. Making the best use of time, both in and out of school, is part of the Post 16 learning curve.

A level courses require students to work substantially beyond lessons. Students are required to develop independent study skills and research and read around their subjects. Students should view their time in the Sixth Form as a full time job and make their learning a priority. As a general guide, students should be studying 3-4 hours per day beyond their lessons, either in school or at home.

Students are set homework and coursework assignments, plus revision for tests, assessments and examinations, all of which should take place outside of lessons. Students therefore need to make time to study. It is important to have a sensible work-life balance, but sometimes students struggle to manage a social life, part time employment and their studies, often to the detriment of school work. This obviously manifests itself in poor performance and results. Our advice is to fully utilise the study periods in school, which will then free up more time for leisure pursuits outside of school hours.

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

### Monitoring Progress and Targets

Monitoring of students' progress 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.

## **Change of Course**

We take subject choices and timetabling very seriously to ensure that students get the best fit possible. During Year 11 students received considerable guidance and advice about selecting their A level choices. If a student wants to change a course in the first few weeks of Year 12, there must be a full discussion between the student, the head of the relevant department and parents/carers. The change of course must be made by the beginning of October, after which time it is deemed to be too late to catch up on a new course. Once a decision has been made to change a subject, students must complete a form, obtainable from the Sixth Form Office, which should be returned to the Head of Sixth Form, so that a new timetable can be issued.

## **EPQ**

We offer the Extended Project Qualification to some students in the Lower 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

## **Support for Students**

Students do sometimes have issues, whether personal or related to their studies, and 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.

## **Enrichment Activities**

'Students make the most of an excellent range of enrichment opportunities' – OFSTED 2015.

In addition to academic studies, there are many opportunities to contribute to the life of the school. Ideally, every student should be involved in some activities in addition to their A level subjects. Involvement and commitment help students to develop as a person, build confidence and enhance social skills. Students can then 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.

## **Sixth Form Leadership Team**

For students who want to use or improve their leadership skills and be proactive, there is an opportunity to join the Leadership Team. The Team leads initiatives, organizes events, gets involved with matters pertaining to the Sixth Form and plays a leading role in the school and local community. Every form group is asked to put forward one representative to be on the Team.

## **Fund Raising**

The Sixth Form Charity Week is an annual event, during which the Sixth Form students raise thousands of pounds for local, regional or national charities. It is an excellent opportunity to get involved in a variety of activities to raise money for a good cause.

## **Reading Buddies**

This is an opportunity for Sixth Form students who want to get involved with helping younger students to read. Students receive training before being assigned to a student as a reading partner. The scheme offers a practical and sympathetic way of helping young students to improve their literacy skills.

## **Voluntary Support**

Subject teachers and the Educational Support Department are often grateful for support and mentoring in lessons to help children with learning difficulties. Sixth form students can also become mentors to gifted and talented students in lower school or assist with running after school or lunchtime clubs. Support can take place in most subject areas at a mutually acceptable time for students and teachers. Any student considering teaching would find it advantageous to mention this in their Personal Statement.

## **Young Enterprise**

The Young Enterprise initiative offers an excellent opportunity to develop entrepreneurial and team building skills and the experience can be included in a Personal Statement or CV for those intending to study business at university or to seek work in the field of business. There may also be an opportunity to enter the Young Consumer national competition.

## **Drama**

Every year the school puts on a major whole school musical production in which Sixth Form Students often play leading roles. Past productions include The Wizard of Oz, Hairspray, Grease, Aida, Ghost and Billy Elliott. The productions are hugely successful and there are many opportunities to get involved in the acting, make up, stage management, lighting etc.

## **Debating Society & the European Youth Parliament**

Every year the History Department organizes debates on current issues and a trip to London to participate in the European Youth Parliament.

## **Ambassadors**

There are many events throughout the year where support from Sixth Form students is welcomed and where students have a chance to be an ambassador for the school. These include helping with Information Evenings, Open Evenings, events organized by the PTA, Presentation and Celebration Evenings and showing prospective students around the school.

“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

Sixth Form students have access to the Learning Hub during their study periods. This is a silent working area which is well resourced with newspapers, magazines, films, periodicals and reference books. Sixth Form students may also, with permission, work in classrooms in subject areas and there is an additional working space designated to Sixth Form students for silent study. The common room can also be used for studying.

### The Common Room

The Sixth Form Common Room is open every day from 8:00 am to 3:10 pm and the Café is open from 8.30 until 1.30 pm. Both areas are for Sixth Form students only. In warm weather students may sit outside on the patio area. The use of these areas is a privilege and students should respect the facilities and keep them clean and free of litter. Students are asked to place litter in the bins provided, treat the furniture with respect, use the facilities sensibly and to treat the Café staff with respect.

## General Information

### 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 students fail to meet these standards they may be asked to go home and change. If students are uncertain about the dress code, they should check with the Sixth Form Team. The school has the final decision on what is appropriate dress.

### Part-Time Work

Many Sixth Form students have part time jobs, the advantages of which are numerous. Not only does work provide for economic well-being and build confidence, but also enables students to acquire valuable skills of how to work in a team, responsibility, accountability, reliability etc. Whilst we encourage students to take on some part-time work, we recommend a **maximum** of 12 hours per week in order to maintain a healthy balance between work, leisure and study.

### Careers and University Applications

Tutors and the Sixth Form Team support students with university applications, references, finance, personal statements and UCAS. Students receive impartial advice and guidance on apprenticeships and career opportunities.

### 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.



## **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.

***W. Gordon***  
***Head of Sixth Form***

