

Sixth Form Student & Parent Handbook

Introduction

Dear student,

I am delighted that you will be shortly joining us to study at the Sixth Form Centre. This handbook aims to provide you and your parents or carers with a useful point of reference before and during your time at the Sixth Form Centre. Please take the time to read it through before commencing your studies so you are familiar with our policies and expectations, and your responsibilities as a student. This will help to ease your transition into Sixth Form study and to make your time in the Sixth Form a productive, successful and enjoyable one.

Kieran James

Who to approach if you need help

Principal	Mr K James
Directors of Sixth Form Studies	Miss C Hales & Mr K Moherndl
Sixth Form Manager & IB Coordinator	Mr P Montague
Sixth Form Manager & Head of Year 13 (2024-25)	Mr I Hughes
Sixth Form Manager, Head of Year 12 (2024-25) & Careers & Guidance Manager	Miss C de la Mare
Additional Learning Needs Coordinator (ALNCo)	Miss R Kellow
Personal Enrichment Programme Coordinator	Mr A Ward
Extended Projects Coordinator	Miss H Watson
Examinations Officer	Mr P Fox

The information above should help students decide who to see if they have a particular problem but it is important to remember that the staff work as a team. If a student is in doubt about who can help, please ask any of us. If we cannot help directly we can certainly inform students of who can. In the absence of any member of the team above all members of staff are available to assist and support students.

School day

Students are required to be in school during all lesson times, including independent study periods. They are expected to arrive by 8.30am, and **cannot leave before 3.05pm**. The timing of the school day is as follows:

Period	Time
Registration and Tutor time	8.30 - 8.50
Period 1	8.50 – 9.40
Period 2	9.40 – 10.30
Break	10.30 – 10.45
Period 3	10.45 – 11.35
Period 4	11.35 – 12.25
Lunch	12.25 – 13.25
Period 5	13.25 – 14.15
Period 6	14.15 – 15.05

Dress code

Students are not required to wear a school uniform in the Sixth Form. In order to prepare our young people for a formal and professional working environment the following dress code applies:

A blazer or suit jacket, a shirt with a collar (ties optional), smart trousers or a midi or maxi skirt. Suits are encouraged. Jumpers or cardigans worn in cold weather should be completely plain, logo free, and not oversized. Formal shoes must be worn.

Full details of the Sixth Form Dress Code Policy can be found by clicking the link below [Dress Code Policy \(Sixth Form\)](#), or on our website. Students who do not meet the dress code will be asked to remedy this, and, if this becomes a recurring conversation, may be sent home to change in order to meet this requirement.

Attendance and Punctuality

The Sixth Form provides a full time education. Students are expected to be punctual in attending school each morning and to all lessons, and are required to remain at school during the day. Please note the following:

- All students' attendance and punctuality are **continually monitored** and recorded. These records inform their Leaver's Reference and will be shared with prospective employers if requested.
- Students must remain in school during their **independent study** periods.
- The Sixth Form Centre uses the Sign In App with students to sign in and out. **All** students are expected to use this.
- Students may leave the premises at morning **break** and at **lunch time** if they wish to do so, but must return in time to be punctual for the start of Period 3 and Period 5.
- Students must **sign in and out** at reception if they leave the premises during the day.

- Students are expected to **register by signing in using the Sign In App at the start of Period 5** if they do not have a lesson.

Students arriving late

Students arriving more than 5 minutes late to school must sign in using the Sign In App. Codes for this will be given to the students during induction.

Unforeseen absence

In the case of unforeseen absences e.g. illness, parents/carers should **notify the school before 9:00 am** by telephone (**226571**) or email (**sixthform@education.gg**) on each day of absence. If the school is not informed, the school office will contact parents/carers.

Low attendance

We encourage each student to aim for 100% attendance but understand that for unforeseeable reasons, e.g. illness, this may not always be attainable. However, attendance over the year should ideally be **at least 95%**. Students whose attendance falls below this level may be placed on contract and risk entry to external examinations. We have a staged attendance intervention and support process; parents/carers will be kept informed, and their support at home requested, in cases of low attendance.

Very low attendance

In the rare cases where a student's attendance falls **below 85%** the student may no longer be required to attend school. This decision will be made on a case-by-case basis according to the individual's circumstances. In the case where a student is no longer required to attend, should they still wish to sit examinations they will need to submit payment of examination fees before their entries as an external candidate are made.

Leave of absence

Permission for any foreseen absences must be requested in writing using the **leave of absence form** on the school website.

Authorised absence

This will be granted for acceptable reasons requested in writing or by email (**sixthform@education.gg**) in advance, including:

- medical appointments
- university visits
- funeral attendance
- driving test

Students should however make every effort to make appointments to visit doctors, dentists and for driving tests outside teaching time. If a student does have to leave school during the school day they should sign out using the Sign In App. Students must speak with their Head of Year or the Receptionist if they need to go home unwell and parents must be informed.

Unauthorised absence

The following reasons for absence will be recorded as unauthorised on the student's attendance record.

- Unacceptable reasons for absence e.g. driving lessons

- Foreseen absence not requested in advance in writing
- Please note: school attendance records will be provided for university and employer references when requested.

Holidays in Term Time

In accordance with island state education policy, absence for family holidays during term time will be **unauthorised**. Students and parents are strongly advised not to take family holidays in term time. The short time between teaching and assessment, and the frequent internal assessments and coursework deadlines, mean that students missing substantial periods of time will be seriously disadvantaged. Teaching missed will not be repeated.

Teacher absence

- If a teacher is absent, Sixth Form lessons are not usually covered by another teacher, but work will have been set and students are expected to undertake this independently in their normal classroom.
- In the case of **foreseen absence**, the teacher will have notified the class in advance.
- When there is **unforeseen absence**, or if a student is in doubt, they should check their Gmail or Google Classroom, or ask the Head of Department.
- Whenever a teacher is not present, the class should send a list of the students present to either school reception desk or email it to **sixthform@education.gg**.

Off Site Study

Many very valuable activities take place during school time which cannot take place under the direct supervision of a teacher. Indeed it is part of the preparation of students for life that they should learn to work safely and with increasing independence as they become older. The school has a set of procedures detailed that are to be followed when a student will be working without the direct supervision of a teacher. The process is designed to involve the student, their parents/carers and teacher in planning the activity and making the risk assessment, and to ensure the student plays a central role in their own safety. Details of such requirements will be available from the appropriate subject teachers.

Enrolment and induction

At the beginning of both Years 12 and 13 students undertake our enrolment and induction programme to ensure they have complete and correct programmes of study and are fully informed and equipped, ready to embark on the next year's learning. This includes assessments such as LUCID and ALIS; students are not expected to prepare for these in advance and should not be concerned about taking these.

Personal tutor

Each student in the Sixth Form is a member of a tutor group and has a personal tutor, with whom they meet daily for tutorial time and weekly for Personal Development sessions. The tutor has the overview of all aspects of student progress and welfare. If students are having problems inside or outside school the tutor is the first person to talk to. Tutors may not always be able to solve a problem but they can listen and they will know where to direct the student to receive further help. Tutors also co-deliver many

aspects of the Personal Development Programme and support students with their university and employment applications.

Changing a subject

If a student wishes to change or discontinue a subject, they should first speak to the relevant Sixth Form Manager who will guide and advise them in their decision. It is possible to change a student's programme of study after the issue of timetables if there are good reasons for doing so and as long as there are vacancies on the course chosen. However changes should not be made hastily and will only be authorised after consultation with the subject teacher(s), tutor, parents, Sixth Form Manager and Director of Sixth Form Studies. All subject changes require completion and return of a **blue 'Amended Pathway form'** to ensure all parties are fully informed of the change. Students must not simply cease attending lessons.

Personal Development

Our curriculum is designed to enable all students to learn and achieve whilst promoting their spiritual, moral, social and cultural development. It aims to prepare young people for the opportunities, responsibilities and experiences of life, developing them to be confident individuals, successful learners, effective contributors and responsible citizens.

Taught Personal Development sessions take place weekly and cover the modules below over the course of 2 years:

- Developing successful Sixth Form skills
- Living a fulfilling, safe and healthy life
- Becoming a responsible and engaged citizen
- Preparing for further study and working life

In addition, opportunities such as prefect duties, revision workshops, university seminars, CV support and practice interviews are available regularly throughout the year.

University applications

From March of Year 12 to November of Year 13 we run a comprehensive programme to help students with their university selection and application. This includes the Higher Education fair, Higher Education Information Evening, University visits and the University Route of the Personal Development programme. Full details of the process, and how parents/carers can support students, will be covered at the Higher Education Information Evening in Year 12.

Careers guidance

Our Careers and Guidance Manager supports students with work-related learning throughout their time in the Sixth Form. As well as the opportunities for Leadership Shadowing, Young Enterprise and Work Experience, the Employment Route of the Personal Development programme covers the Guernsey job market, CVs, interviews and letters of application. Students are able to request a practice interview at any time in Year 12 or 13 by giving the Careers and Guidance Manager at least one week's notice.

Support

As well as the assistance provided by teachers and tutors, a wide range of high quality additional support is available to students throughout their time in the Sixth Form.

- Our **Additional Learning Needs Coordinator (ALNCo)** provides assessment and support for students with additional learning needs e.g. dyslexia or dyspraxia, autism, ADHD and visual or hearing impairments. The ALNCo liaises closely and regularly with other members of staff and the appropriate external agencies. They also assesses for and arranges examination concessions where necessary.
- The **Educational Mental Health Workers (EMHW)** from the Youth Commission work in The Sixth Form Centre to promote and foster a proactive approach to positive mental health and emotional wellbeing throughout the school community. They provide targeted assessments, referral, and support for students with poor mental health and/or mental illness, and continually challenges the existing societal stigma and discrimination around mental illness. The Sixth Form Managers are able to make referrals to the school EMHW.
- Our **School Nurse** promotes all aspects of physical and mental health. Students will be given their contact details upon enrolment and also found in our Weekly Bulletin.
- In addition we work closely with a wide range of **external agencies** across the island to ensure coordinated provision for our students. These agencies include the Children and Adolescent Mental Health Service (CAMHS), the Communication and autism support service, The HUB and the Sunflower Trust, as well as many others.

Independent study and independent learning

Independent study refers to all work done outside of taught lessons. It includes work set by teachers and any further independent learning that students undertake. Every Sixth Form student has allocated independent study sessions on their timetable and it is their responsibility to use these as appropriate. These are taken on the school premises. Students are expected to undertake 15 - 20 hours of independent study per week in and out of school. There is a choice of allocated study spaces - for quiet study: the refectory, link corridor and library; for silent study, the Independent Study Area.

Independent learning refers to 'supercurricular' study i.e. taking learning beyond the taught curriculum, and students are strongly encouraged to broaden their knowledge and skills in the following ways, or through following links on the weekly Sixth Form bulletin.

- Wider reading of texts, newspapers or journals. Many such resources are available from the school library and learning resource centre.
- Listening to relevant radio programmes and podcasts
- Watching documentaries on TV or online e.g. BBC, YoutubeEDU, TED talks
- Taking a Massive Open Online Course (MOOC) through e.g. Openlearn or Coursera

E-learning and online learning

We provide fully filtered, secure wireless internet throughout the school for Sixth Form students, and on a daily basis much work is undertaken through Google Apps for Education, a suite of productivity tools for student collaboration, communication and organisation. For these reasons, we operate a **1-to-1 'Bring your own device' (BYOD)**

policy whereby all Sixth Form students will need their own mobile internet-enabled device (e.g. a tablet, laptop or chromebook that meets the school's minimum specification; a phone is not sufficient) in school every day. Student discounts are available through local retailers, and financial support is available on request from the school. Students are able to loan a chromebook from the school with a £50 deposit, and should speak to the Head of Year to find out more about this.

Device Requirements:

At The Sixth Form Centre, we have identified certain features students should have on any device they choose to use as part of the 1 to 1 learning environment:

Minimum specification:

- 11" screen minimum
- Integrated keyboard
- Wireless access
- Ability to run Google Chrome
- Headphone socket or BlueTooth connection
- Battery life can cover a school day.

Desirable features:

- Webcam
- Integrated microphone

Acceptable Use Policy

All members of our community should use ICT and their mobile phones in accordance with the school's Acceptable Use Policy and Mobile Devices Policy. Students who do not do so will have the privilege withdrawn for a temporary period and until the matter is resolved. The policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that students have good access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users.

Enrichment

We offer a wide range of enrichment opportunities within the Sixth Form. These provide opportunities for students to learn new skills, gain additional qualifications, keep physically active, and challenge and develop themselves.

- **All students** are strongly encouraged to take advantage of the wealth of opportunities available to them, such as the Duke of Edinburgh Award Scheme, the Institute of Directors Leadership Shadowing scheme, the Young Enterprise scheme and Work Experience placements, for each of which no prior experience is needed. Further excellent opportunities include peer mentoring, prefect duties, student voice, music, drama, sport, community service, charities, clubs and societies, and the Medlink, Vetlink and Lawlink conferences.

- **A Level** students take enrichment courses from the Personal Enrichment Programme (PEP). A comprehensive range of options is published termly from which students select their PEP choices. These courses enable students to achieve the Level 3 Certificate of Personal Effectiveness.
- **IB students** undertake Creativity, Action and Service activities within the CAS component of the Diploma Programme, or Service Learning as part of the Career-related Programme.

Reviews

In the Sixth Form reviewing and reporting student progress follows a 4-stage student-centred process as follows:

1. **Student self-review** - in which the student reflects upon their attitude to learning, effort, motivation and progress, and identifies priorities for further improvement in both their personal development and in each subject area.
2. **Subject review interview** - in which each student meets one-to-one with their teachers to discuss the outcomes of their self-review in conjunction with each teacher's feedback, and to set mutually agreed actions for improvement in that subject.
3. **Tutor review interview** - an individual student-tutor discussion to reflect upon overall progress so far and sets mutually agreed actions for further personal development.
4. **Student/parent/teacher consultation** - where students and their parents/carers are able to meet with each teacher/tutor to discuss progress so far and areas for future development.

Communication

Clear and open communication is essential for the establishment of secure relationships, to enable well-informed decision-making and to facilitate successful learning. The key channels we employ are as follows:

Communication with students

- Messages delivered in **tutor time**,
- By school **Gmail** (which all students should check at least daily),
- Through the weekly **Sixth Form Bulletin**, and
- On both our real and virtual **noticeboards** where, for example, events, job vacancies and other opportunities may be advertised.

In order to make the most of the numerous opportunities available students are expected to access all these channels regularly and are responsible for keeping themselves informed.

Communication is a two-way street and students are equally expected and encouraged to let a member of the Sixth Form Team know of relevant matters concerning them, such as:

- Recent successes and achievements
- Changes in family circumstances
- Specific challenges they are facing, whether academic, social, emotional or otherwise

Communication with parents/carers

In addition to individual contact by telephone, email or letter, we aim to keep parents and carers well-informed through the following channels:

- Each Friday we email a weekly **bulletin** to inform parents and carers of forthcoming events. We ask that these are discussed at home over the weekend.
- Through the Class Charts App, where parents can see what independent study students have been set, and see details regarding behaviour rewards and sanctions.
- Through the Principal's **newsletters**.
- At regular student/parent/teacher **consultation evenings**.
- Via our **social media** feeds e.g. Facebook.

We greatly welcome regular contact from parents and carers, updating us on any aspect of their daughter's/son's lives and raising any concerns as appropriate.

Progression from Year 12 to Year 13

In order to progress to Year 13 study, students must demonstrate in their end of Year 12 examinations that they are on track to be successful at the end of their courses. This means:

- **A Level students** should attain D/4 grades in at least two of their subjects in the end of Year 12 internal examinations.
- **IB DP students** should attain at least 22 points overall by the end of Year 12 examinations.

Futures Week

Futures Week at the end of Year 12 is a key, and often final, opportunity for students to undertake an extended period of work experience or visit universities prior to making applications to university or for employment. It is a very valuable time for students to put together the final pieces of their portfolio of experiences prior to making these applications and we strongly encourage them to consider and plan how they will use the week well in advance in order to maximise the opportunity.

Part-time employment

Gaining experience of the world of work can be valuable for Sixth Form students, as long as it does not detract from their ability to study and learn. If part-time employment is necessary, students are strongly encouraged to undertake it only at the weekends in order to minimise impact on their learning.

Concerns

If a teacher, tutor, Head of Year or IB Coordinator has any concerns about any aspect of a student's progress they will usually speak to the student directly in the first instance and work with them to resolve these concerns. This may involve a support contract, an action plan, an individual learning plan or a meeting with the student and their parents/carers.

Behaviour/Conduct

All Sixth Form students have chosen to continue in full time education beyond the age of 16 and as such are expected to behave as young adults, showing consideration and respect towards themselves, others and the environment. On the rare occasions when a student's conduct is inappropriate, we use restorative approaches where possible to resolve the matter. Where damage is sustained to property as the result of careless or thoughtless behaviour, students may be asked to contribute to the cost of repair and/or replacement of this property.

Smoking or Vaping

In order to promote healthy lifestyle choices, smoking or vaping is not permitted on any part of the school site, including outdoor spaces such as the fields and car parks. Students who vape or smoke on the school site will be subject to sanctions such as an exclusion.

Lockers

At the beginning of each year students are allocated a numbered locker. This should be secured with a padlock (which can be purchased at reception) and kept organised and clean. Students may leave books and folders in their locker during the holidays but perishable items such as food must be removed. Second lockers are available on request subject to availability - please ask a member of the Sixth Form Management Team. All contents need to be removed at the end of the School Year for both Year 12 and Year 13. In order that Lockers can be cleaned during the Summer Holidays.

Personal Possessions

Students are responsible for the safe-keeping of their personal possessions as well as those resources issued by the school. They are advised to keep all possessions in their locker. It is recommended that valuables and/or large amounts of money are not brought to school. At no time must dangerous items, alcohol, drugs or illegal substances be brought onto the school premises.

Lost property

Students will be contacted to collect any named items lost or left around the school. However unnamed lost items will be removed and disposed of at the end of each term if not collected from the lost property area.

Equality and diversity

We continually aim to advance equality, tackle discrimination and foster good relations with the wider community. Key to the school's values are the importance of equality and diversity and we work to foster a culture of mutual respect, understanding and tolerance. We therefore welcome students and staff of all races, genders, social or economic backgrounds, sexual orientations and religions.

Assemblies and Year Group Meetings

Assemblies form an important part of the way the school explores spiritual concepts, environmental and community values, and highlights issues of international concern. In the Sixth Form, we organise these as year group meetings which are held weekly. These

address issues relevant to Sixth Form students. These can be local or international, and be based on potential opportunities, social issues, or other interesting events. All students are expected to attend these meetings.

Term dates

Annual school dates are published online at www.gov.gg/termdates

Buses

All students in possession of a Puffin Pass may travel for free on school buses and other scheduled services. Please contact CT Plus to request a card if required.

Full details of all school bus routes can be found at www.gov.gg/buses.

Parking

- Students' motorcycles may be parked in the public car park at Foote's Lane.
- Students' cars must be parked at the Foote's Lane Car Park, or on the slip road running off from Foote's Lane. Students must not block vehicular access to the sports facilities, or to the Petite Ecole Nursery. If there is insufficient space students should on no account park their cars on the school site.