



The John of Gaunt School
A Community Academy

Sixth Form

Student Handbook



September 2021/2022

Excellence Every Day



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INTRODUCTION

Welcome to The John of Gaunt School Sixth Form. It probably feels like it was only yesterday when you were starting secondary school and now you are in the Sixth Form. Where has the time gone? Without doubt, being a Sixth Form student comes with its rewards and challenges, but it is an exciting two years and a time that we are here to support you with.

Over the two years we will work with you to inform you about individual progress, university applications, student finance and provide details of where to access information regarding employment opportunities, apprenticeships, gap years etc. If you feel unsure about anything, please don't hesitate to come and speak to any of the staff in the Sixth Form office (W8).

I hope that you will have both an enjoyable and successful time in the Sixth Form, eventually achieving the results you need to continue with your education, or to start employment. Having personalised the curriculum to match your strengths and interests, your success will be determined largely by your attitude to study. Aim high, work hard and enjoy this next exciting stage of your education.

Mrs L Baines

Assistant Headteacher and Director of Post-16 Studies

Quotes from Ofsted 2018:

“Sixth Form students have a good choice of A levels and easy access to a wide range of other courses at nearby schools....Students have good access to independent advice and guidance, and they are very positive about the support they receive.”

“Students make good progress in the Sixth Form and appreciate the support they are given by their teachers...The Sixth Form offers a broad range of subjects and a wide range of enrichment opportunities.”

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SIXTH FORM STAFF

Tutors are your first point of contact as they will meet you on a daily basis at morning registration (8.35 am to 9.05 am). They will be able to advise you about courses and progress and will discuss any pastoral and academic issues.

Mrs Baines is the Director of Post-16 Studies; she is responsible for the detailed organisation and discipline of the Sixth Form. Mrs Baines co-ordinates the post-16 curriculum, gives advice on careers, Higher Education and personal advice to Sixth Form students. She can be found in the Sixth Form office, W8, and can be contacted on 01225 762637 extension 207 or via email at lbaines@jogschool.org

Mr Dunbar is the Assistant Director of Post-16 studies. He is also responsible for chairing the Sixth Form Committee, co-ordinating the PSHE programme and organising social events. He is available for general advice for Sixth Form students and is usually based in the PE office or the Sixth Form office. He can be contacted on 01225 762637 extension 285 or via e mail at jdunbar@jogschool.org

Mrs Pepler is the Sixth Form Support Assistant. She manages all things administrative and monitors attendance. Mrs Pepler can be found in W8 and contacted on 01225 762637 ext 205 or at zpepler@jogschool.org.

Post-16 Academic Mentors. They are available to help you with any learning concerns and support you may need. They will also support you to make sure you use your non-contact time productively. They can be contacted on 01225 762637 extension 284 or via email.

Teaching Staff If you have a specific subject concern you may wish to contact the subject teacher directly. Teachers can be contacted through the school office (01225 762637) or through our email system.

Students must inform subject teachers beforehand if they know they are going to be away, and must catch up with any work that has been missed. It is the teacher's responsibility to make sure that the syllabus for each subject is covered. This will be done through lessons, reading and written work that will serve to develop and consolidate knowledge. If the amount of work set seems unreasonable, discuss it with the subject teacher, but...be warned, the demands of Post-16 are far greater than those of GCSE, as will soon be discovered!



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OUR SCHOOL E-MAIL SYSTEM AND CONTACTING STAFF

The Sixth Form office has its own e mail, sixthform@jogschool.org or you can contact individuals by e-mail. Our addresses all have our name as the prefix and the suffix is @jogschool.org for example Mrs Baines is lbaines@jogschool.org

Please find the prefixes below for the whole Sixth Form team.

ROLES

Director of Post-16 Studies
Assistant Director of Post-16 Studies
Post-16 Administration
Academic Mentors
Tutors

EMAIL ADDRESS

lbaines
jdunbar
zpepler

rdavison
jwilkes
vlopez
hmason
mperraton
kpyper
aperks
cbray

ATTENDANCE

Ms Sawyer oversees whole school attendance. Absences **must** be reported by a parent on each day of absence, by either phoning Ms Sawyer on 01225 762637, or by e-mailing her at absence@jogschool.org. Please note that the school has a safeguarding responsibility and unauthorised student absences will prompt a phone call home. It is vital that each day of absence is authorised. The school day begins with tutor registration.

EXAMS

Extension 252, e-mail exams@jogschool.org

CAREERS

Mrs A Lynch extension 274, e-mail alynch@jogschool.org

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THE SCHOOL DAY

Tutor Registration	8.35 - 9.05 am
Period 1	9.05 – 10.05 am
Period 2	10.05 – 11.05 am
Break	11.05 – 11.25 am
Period 3	11.25 - 12.25 pm
Period 4	12.25 - 1.25 pm
Lunch	1.25 – 2.00 pm
Period 5	2.00 – 3.00 pm
Period 6	3.00 – 4.00pm

ATTENDANCE

All students need to attend all lessons and all study periods should be taken in school in designated study areas. A full explanation of expectations can be found in the **Student Learning Partnership Agreement**, which students sign on joining the Sixth Form (Appendix A).

Absences must be reported by a parent on each day of absence, by either phoning Ms Sawyer on 01225 762637, or by e-mailing her at absence@jogschool.org. In Year 12, students are **not** permitted to leave the school site without prior permission. However, if students need to leave the site for pre-arranged medical or dental appointments, they should always sign in and out in the careers library (W14) and inform the Sixth Form office, showing an appointment card. Where possible, medical and dental appointments should be made for outside school hours.

A long absence caused by illness will not count against students, provided it is covered by a Doctor's note or parent's letter.

Students are NOT permitted to work at home in Year 12; this privilege is reserved for Year 13 students. In Year 13, students will be allowed to spend a designated amount of timetabled private study time at home. This will be agreed with Sixth Form management, tutors and parents and will only be available from after October half term.

Holidays should be booked during the school holidays; we cannot condone absence due to holidays taken in term time.

Attendance should be 96% or more in lessons, registration and PEC lessons.



DRIVING LESSONS AND CARS ON THE SCHOOL SITE

Many students start to learn to drive during their time in the Sixth Form. Driving lessons will need to be arranged either before or after school hours and **NOT** during the school day. Theory and Driving Tests should be booked wherever possible out of school hours. In the event of having to use school time, parents must contact the Sixth Form office in advance, to request permission for absence.

If students wish to bring vehicles into school, they must complete a permission slip, giving details of the vehicle and insurance. Cars must not block Lancaster yard and must be driven safely and in accordance with the site rules. The Head of Sixth Form and Headteacher reserve the right to refuse cars on site.

COMPUTERS, E MAIL AND MOBILE PHONES

(Please see **Student Acceptable Use Agreement** attached at Appendix B).

COMPUTERS

There are designated areas in which we expect Sixth Form students to study. Most of these rooms have computers. Students may also bring in their own laptops for use during study periods and can log on to the Sixth Form Wi Fi.

STUDENT SCHOOL E-MAILS

You will already have a school e-mail account (new students will receive log in details in September). You should check your own school e-mails regularly, preferably daily; teachers and tutors will often contact you this way. You should also check the Sixth Form area of the website as it will contain all up to date information concerning Sixth Form, including letters home, important dates and useful websites.

MOBILE PHONES

Mobile phones are banned for students in the lower years at this school, but in Sixth Form, students are permitted to use phones. However, you are to be mindful of using them only in the Sixth Form areas and not in front of other lower school pupils. During lessons, mobile phones should be turned off and in bags (unless needed for the lesson). Students should not record or take pictures of staff without their consent.

Please see **Student Acceptable Use Agreement** as attached at Appendix B.



CODE OF CONDUCT

As senior students in the school, you will be afforded more freedom but we, in turn, will have clear expectations of behaviour. Essentially, you will be role models for the rest of the school and your conduct will be evident to both staff and other students. In order to maintain this balance, we have a specific **Sixth Form Code of Conduct Policy**, which students agree to on entering Sixth Form. This can be found attached at Appendix C and also on the Sixth Form area of the school website.

COURSES

You will follow THREE courses (A Level or BTEC) during Year 12 and Year 13 depending on your GCSE results. On top of this, you will also take one option from our Personal Enhanced Offer in Year 12.

For information on specific courses, please see the A Level and BTEC areas of the Sixth Form website. For information on our Personal Enhanced Offer, please also look at this area on the website.

EXAMINATIONS

A levels are now linear which means that courses are assessed by means of external examinations solely at the end of Year 13. Some subjects will also include a Non Examined Assessment (Coursework) as part of the overall qualification. More details can be found on our website by looking at the specific course pages. You can also look at the exam board websites.

BTEC qualifications now also include an exam component, in addition to coursework. Please refer to the subject detail on the Sixth Form area of the website.

There will be school mock exams at several points throughout your courses in both years. Mock results will be used in conjunction with coursework and homework in order for teachers to update progress (called Tracking Points) and establish predicted grades. These will also form the basis for intervention work with our academic mentors.

Students are expected to continually demonstrate they are working at a level to succeed on their courses. The school will review the situation with students and parents if this is not evident. We welcome support from home.

One year intensive courses in GCSE Maths and English are also available for those students who need to resit. They are examined in November and then May/June. If a student doesn't have these GCSE courses at level 4 or above, re-sitting these courses is a condition of staying in Sixth Form.

Students will agree to and sign the **Student Learning Partnership Agreement** on entering Sixth Form (see Appendix A)



ASSESSMENTS AND PARENTS' EVENINGS

During the Sixth Form we will monitor your progress carefully. If concerns arise, we will work with you and also contact parents.

We start with a Probationary Period in Year 12 and will ask to meet with parents and students at the start of October if problems arise. At this time we will set clear targets for the student to work towards that will be reviewed within a set time period. If you do not meet these targets then we may have to look at reviewing your suitability to Post-16 study.

The first Tutor Evening will be in October; here your parents and you will be able to talk to your tutor about how you are settling into the Sixth Form.

In the second term of Year 12 an Interim Assessment of progress is made following in-class assessments. If, in the light of this, we are worried, we will contact parents.

Following this we will have regular Interim Assessments and a full written report will be issued in term six for Year 12 (July) and a second report will be given in Year 13.

In February we have a Subject Parents' Evening for Year 13 where parents can talk to subject teachers about how you are performing and progressing in each subject. The Year 12 Parents' Evening is in March.

In June there will be a Parents' Evening to provide information about the Higher Education process. This will complement our whole year visit to a university and a follow up university and careers day.

Maths, Computing and Science AS Level and some BTEC modules will be sat in May and June. The results will be published in August, where students can collect these from school on the main A level results day. It is advisable to be around to collect them in person.



CAREERS ADVICE

Careers Advice is available at any stage in the Sixth Form through your Tutor, Mrs Baines or the Sixth Form team. Alternatively, students can access our Careers Adviser, Mrs Lynch who can be contacted on alynch@jogschool.org

During Year 12, you should be actively seeking careers and course advice. You should be encouraged to visit employers, use appropriate internet websites and work shadow either in school time (which must be approved by us) or your own time. In Year 12 students will complete a week of work experience in July. Certain university subjects such as teaching, medicine, veterinary and dentistry, all require a substantial amount of work experience; in these instances students must liaise with the Sixth Form team to co-ordinate their programme, as on-going work experience throughout the year is essential.

Much Higher Education and careers advice and information is given via the Sixth Form PEC programme throughout Years 12 and 13 These are timetabled compulsory lessons. In the summer term, we will encourage Year 12 students to visit Higher Education establishments; universities tend to hold their Open Days at weekends and in half term holidays and you often need to book a place before you visit. Should students have to visit in term time, they must complete a permission slip, signed by parents and the Head of Sixth Form.

DRESS

Although there are no uniform requirements in the Sixth Form, there is a **Sixth Form Dress Code Policy** (see Appendix D).

As Sixth Form students are senior members of our school, we expect you to set a mature example in the way you behave and dress. With this in mind, we expect our students to dress in a way that is safe and acceptable in style to both the staff and visitors to the school. Extremes of fashion are not acceptable.

We want Sixth Form students to feel comfortable and unregimented; however, the way you dress should clearly indicate that you are essentially here to study. There may be times when more formal dress would be required, such as when helping out at public events.



WORK AT HOME

The jump from GCSE to A level is huge. The amount of work can be alarming and adapting to it may take some time. You will find that you have to work more independently and that self-discipline and self-motivation will play a major role in your life. Please persevere with your learning when the going gets challenging! Progress is consistent with regular attendance and constant hard work throughout the course.

Having done well at GCSE does not equate to automatic success at A level – there is no room for complacency! We expect all Sixth Form students to do *at least two* hours of study each day on top of private study. This work is usually of four types:

1. Work set in class.
2. General reading.
3. Revision and consolidation.
4. Producing a condensed set of revision notes or cards.

There will be no occasion when a student can say “I haven’t any work to do”. The most successful students are always those who fall into a regular, self-disciplined approach to their study.

During Year 13 we allow students to have some home study, with permission from parents, tutor and Sixth Form management.

WORK (PART-TIME JOBS)

A large number of Sixth Form students undertake part-time work in the evening and at weekends. This is understandable, but can lead to problems if it involves too many hours of work.

Our advice is that it should be limited to one day at the weekend or two evenings during the week. In other words, **a maximum of around 8-10 hours per week**. Work that involves two evenings and all day Saturday or Sunday makes it very difficult for you to do the amount of school work necessary at home. This view is supported by research which shows that excessive paid work reduces the A Level grades a student achieves. **Paid work during school time is, of course, not permissible.**



EMPLOYABLE SKILLS PROGRAMME (ESP)

In Year 12, you will participate in the Employable Skills Programme where you undertake some voluntary work around school or in the local community for a minimum of one hour per week. A member of staff will be your supervisor and will sign your record card to confirm that you have completed the sessions as appropriate. It is advised to keep a diary to record what you have completed and what you have learned from the experience. This will be a good addition for CVs and UCAS applications.

ENRICHMENT PROGRAMME

PEC or the Personalised Extended Curriculum consists of 6 parts, namely Preparation, Leadership, Community, Work Readiness, Smart and Active. Students will spend a proportion of their time in and out of school hours accessing each of these areas, collecting evidence of involvement and experience along the way. This programme will furnish you with a broad range of skills and experience to take on into employment or university; it will be vital extra-curricular information for your CVs and UCAS application forms.

WORK EXPERIENCE

Year 12 students will undertake a one week work experience programme during the final term. There is an expectation that you will arrange your own placement by contacting organisations which may be able to offer you a placement to suit your interests. You will be given guidance on this during PEC lessons and through the tutor programme. In order for you to secure the best possible opportunities, it is our strong recommendation that you begin this process in the autumn term.

16-19 BURSARY

The Bursary supports students who are facing financial barriers or difficult circumstances. It is aimed at students who cannot stay in education without financial assistance for items such as transport, books and other course related equipment and costs.

In September, we will send letters detailing how to apply. If you do think you are eligible, you will need to provide supporting documentary evidence to our Finance Office. Details can also be found on the Sixth Form area of the website.