



St Edward's
Sixth Form

ACHIEVEMENT FOR EVERYONE

St Edward's Sixth Form

Student Information

2021/2022





St Edward's Sixth Form

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SIXTH FORM DAY

8:40 – 9:10	Tutor Time
9:15 – 10:10	Period 1
10:15 – 11.10	Period 2
11.10 – 11:35	Break
11:40 – 12:35	Period 3
12:40 – 13:35	Period 4
13:35 – 14:10	Lunch
14:15 – 15:15	Period 5
15:15 – 16:15	Twilight



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SAFEGUARDING

As a senior student you are responsible for ensuring that you are mindful of the safety of others when you are on-site, or leaving the site during the school day. As Sixth Formers do not wear uniform, staff must be able to identify you as a bona-fide student authorised to be on campus at all times. All staff have a legal safeguarding duty and will not allow you to access lessons without a lanyard. Sixth Form lanyards must be visible at all times and you may be asked to leave the campus if you do not have one. If your lanyard breaks or is lost, you are responsible for immediately securing a replacement via the Sixth Form Administrator.

SIXTH FORM CONTACTS

St Edward's School Telephone Number	01202 740950
Head of Sixth Form	Ms C Murphy-Parry Ext 271
Director of Learning	Mr A Elliott Ext 269
Assistant Director of Learning	Mr Steve Dell Ext 269
Sixth Form Administrator	Ms Sue Clarke Ext 270



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SIXTH FORM TUTORS

Mr Colin Kilpatrick	SF-CK	ckilpatrick@st-edwards.poole.sch.uk
Ms Giselle Sinnott	SF-GS	gsinnott@st-edwards.poole.sch.uk
Ms Melanie Biggs	SF-MB	mbiggs@st-edwards.poole.sch.uk
Ms Sara Sinaguglia	SF-SS	ssinaguglia@st-edwards.poole.sch.uk
Ms S Bland	SF-SB	SBland@st-edwards.poole.sch.uk
Mr C Prince	SF-CP	cprince@st-edwards.poole.sch.uk
Ms Natalie Parris	SF-NP	nparris@st-edwards.poole.sch.uk





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COURSE OF STUDY

Sixth Form is a full-time provision. Students must study a minimum of 3 subjects which will be tailored to fit their aspirations and academic ability. Curriculum packages will be one of the following:

- 3 A Levels / BTEC / OCR courses
- 3 A Levels + EPQ or Core Maths
- 3 A Levels + 1 AS Level (certain circumstances)
- 4 A Levels (if appropriate)

For each of your subjects, please discuss any early issues with your subject teacher first, subject leader and your tutor. Do this as soon as possible, so that appropriate support can be arranged to enable you to make further progress.

CHANGE OF COURSE

In the event that you wish to change your course please follow this procedure:

- Discuss with your Subject Teacher. Seek approval from Subject Leader for the new subject you wish to study
- Collect a Change of Course Form from the Sixth Form Office and complete all sections before finally getting the form signed off by Ms Murphy-Parry who will approve the final decision.

Subject changes must be made within the first 4 weeks of the Autumn term to allow students and staff the necessary adjustment period.

YOU MUST CONTINUE TO GO TO ALL LESSONS UNTIL THE FULLY COMPLETED FORM HAS BEEN GIVEN TO THE SIXTH FORM ADMINISTRATOR AND YOUR TIMETABLE HAS BEEN AMENDED.

Dropping a subject will only be considered in exceptional circumstances and requires approval from the subject leader, Director of Learning and Parent/Carer. In dropping a subject you may not be able to sustain your place in Sixth Form.



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ATTENDANCE AND PUNCTUALITY

All Sixth Form students are expected to be at morning registration every day to be briefed on relevant Sixth Form information, to facilitate good communication and to participate in prayer and reflection.

As you are a member of St Edward's community, you are expected to attend all lessons, tutorials, assemblies, celebratory occasions and appointments as required by your teachers and tutors.

A telephone call or email from a Parent or Carer on each day of absence is required.

Attendance will be monitored and if it falls below 97% then your tutor/teacher will discuss this with you and your Parent or Carer. It is very easy to fall behind given the pace of Sixth Form work and it is vital that we solve problems quickly so that you can get back on course. Remember we are here to help you and recognise when there are motivational and other problems, but we need your co-operation. If necessary, we will put an action plan in place to help you focus and make progress with your studies. However regular unauthorized absence will result in further action being taken (see flow chart on page 9).

In preparation for adult working life, Sixth Form Students are expected to:

- Be punctual to all registrations and lessons
- Appreciate the relevance of absence procedures
- Understand that absence impacts on progress and achievement
- Understand that lateness disrupts lessons and activities
- Be aware that lateness can increase workload for your tutors and teachers

Where absence cannot be avoided, please ensure that you are proactive in catching up with missed work.

If you know in advance that you will be absent, you should collect an absence slip from the Sixth Form office, to be signed by your Parent or Carer and Subject Staff before returning to the Sixth Form office. The following absences would be regarded as authorized (**as far as possible please arrange appointments out of lesson time**)

- Medical appointments
- University/College Open Days
- Carer responsibilities (those should be the exception not the rule)
- Religious Holidays
- Student Support appointment e.g. Counselling, Careers
- Learning Support
- Extra-Curricular activity e.g. Drama, Music
- Volunteering
- Sport – normally for regional or national level and only as the exception
- Funeral
- Driving Test (not lessons)



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SIGNING IN AND OUT

If you arrive after 08.45 or have to leave before 15.15 then we require you to sign in or out at the school reception. It is essential that you do this to meet safety and fire regulations.

Students may leave school at lunchtime but are required to sign out at the school reception.

Leave of absence is automatically given for any student who has no lessons during the afternoon session on condition that they register their absence by signing out at the school reception.

FINANCIAL SUPPORT FUND

Financial support for students can be provided through The Bursary Fund which is aimed at helping 16 to 19 year olds to continue in full-time education where they might otherwise struggle to do so for financial reasons.

The Bursary Fund is made up of two parts:

- a) A Full Bursary for the most vulnerable students.
- b) A Discretionary Bursary for students who face financial barriers to participation, such as transportation costs, meals, books and equipment.

Further information on the 16-19 Bursary Fund and application forms are available on the school website, or please speak with the Sixth Form Administrator.

COMMUNICATION AND THE SCHOOL WEBSITE

Information and general letters for parents and carers are usually issued on a Thursday. The preferred method for communicating this type of information is via email and the school website. An email is sent to parents and carers registered with Wise Pay on a Thursday advising them of relevant new information and letters along with a link to the school website where they may be viewed in detail. If you are not already receiving this service and would like to, please contact the Sixth Form Office so that we can arrange for you to register with Wise Pay. If you would prefer to receive paper copies of letters issued then please advise the Sixth Form Office so that this can be arranged.

The school website also contains a wealth of information about all aspects of St Edward's and school life; it provides a useful tool for keeping up to date with the latest news and developments at school. The Sixth Form has its own 'tab' where specific information can be viewed.



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EMPLOYMENT

It is possible to combine A level study with some paid employment outside the school day if approached realistically and it has actually been shown to be beneficial. Ten hours per week is the recommended amount, and preferably at the weekend. Where weekend work is not possible then you will have to make the necessary adjustments to your study routine and may find that you are having to study at weekends. It is all about balance, in which relaxation and a complete break from all work is vitally important.

MOBILE PHONE USE

Sixth Form students may use their mobile phones around the Sixth Form Centre ONLY and devices should only be used to support learning. We ask that you do so discreetly in a way that respects the rights of others to have an environment in which they can learn.

Most importantly, we ask that you do not use these technologies around the school or immediately outside the Sixth Form Centre as younger year groups are not permitted to use them in school.

MONITORING ACADEMIC PROGRESS

It has been shown that monitoring and feedback are two very important factors in encouraging success at this level of study and allow you and us to identify particularly weak areas and work on them. Effective study and exam technique can also make a significant difference to what you finally achieve.

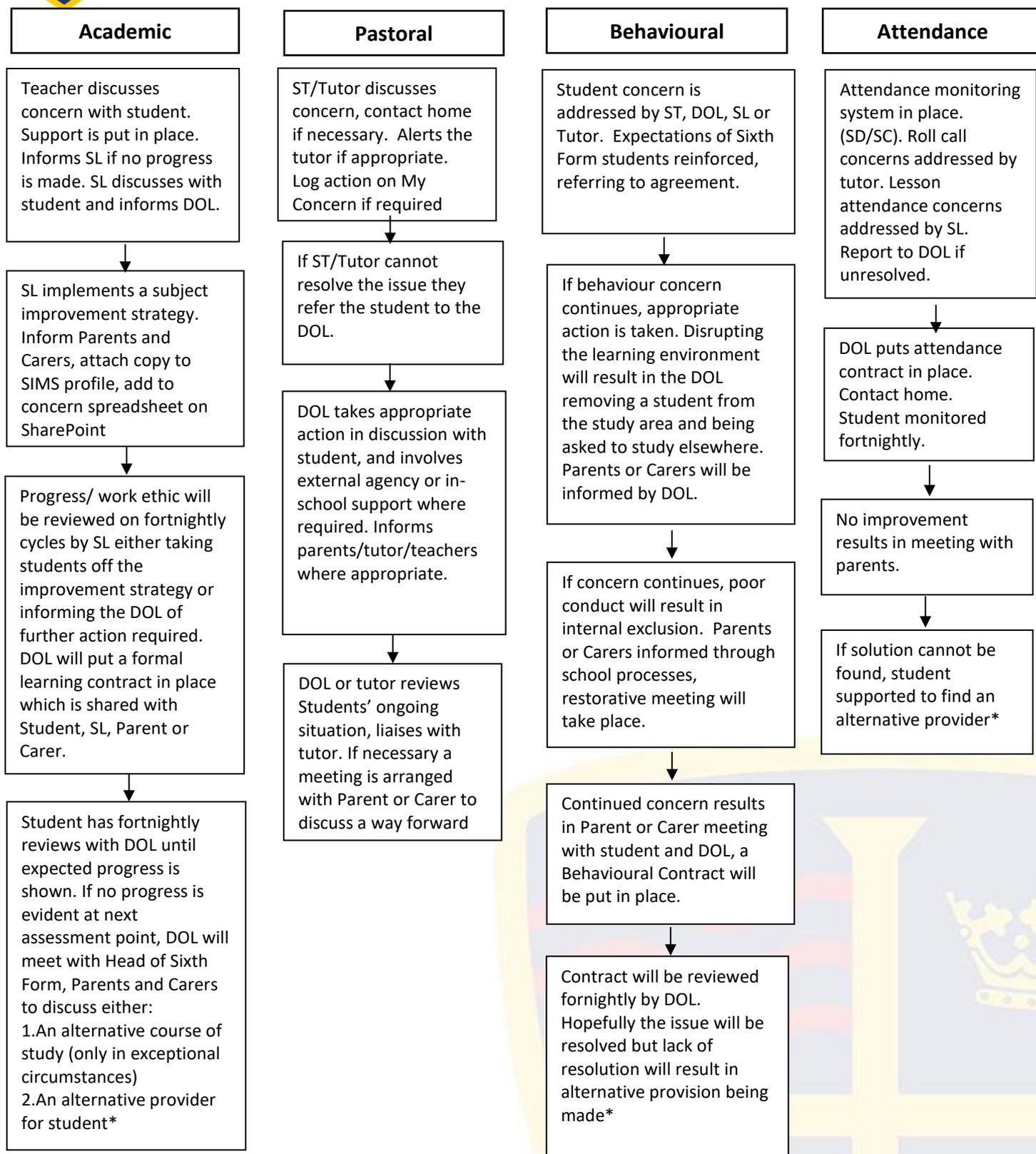
Therefore your subject teachers, subject leaders, tutors and Sixth Form Team will be monitoring your work on a regular basis and co-ordinate the information. On occasions when staff have cause for concern, we will discuss this with you and try to work towards finding solutions. This is a partnership, and remember, that everyone needs all kinds of support in order to succeed. Subject staff will negotiate target grades with you and monitor your progress towards meeting them throughout the year. Where lack of progress appears to be linked to non-engagement or poor effort, you will move through the stages indicated on the sixth form support system explained in the next section. You will be issued with an assessment and monitoring calendar at the beginning of the year.



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SIXTH FORM SUPPORT SYSTEM



*Leaving Process :

Sixth Form: Will offer a careers interview, support with accessing alternative provision, record student destination, contact BCP if student is at risk of becoming NEET

Students: Will complete a leavers form, return text books, show evidence of next destination

Head of Sixth Form – Ms Catherine Murphy-Parry
Assistant Director of Learning (DOL) – Mr Steve Dell
SIMS – School Information Management System

Director of learning (DOL)- Mr Andy Elliott
SL – Subject leader ST – Subject teacher



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PERSONAL DEVELOPMENT

In order to give students breadth within their Sixth Form curriculum beyond their subjects and prepare them for a future life beyond school, all students will take part in a wide range of personal development activities. These will be delivered across 3 broad areas; Personal Enquiry, Personal, Social, Health Education (PSHE) and A Level mindset. Whenever it is appropriate, we will use external speakers to enhance the learning experience of the students.

Personal Enquiry

Personal Enquiry will be delivered once a fortnight by specialist teachers. It will cover a range of ethical and philosophical topics.

PSHE

PSHE will be delivered once a fortnight by tutors. It will cover the three themes of Safeguarding, Careers & Pathways and Life Skills.

A Level Mindset

A Level Mindset will be delivered by the Sixth Form Leadership Team during one registration period each week and will give students the skills and knowledge they need to excel at level 3 study. It will aim to develop students' vision of where they want to go next, understand the effort needed to achieve and give them the best tools to be successful.

SUPER CURRICULAR DEVELOPMENT

Throughout your Sixth Form experience, you will be encouraged to enhance your understanding of your chosen subjects through a range of super curricular activities. Increasingly, universities are looking for students to have independently built on what they have learnt in school. This can be achieved in many ways:

- Attending university summer schools / study days
- Attending public Lectures (eg: BU's festival of learning)
- Reading books, journals and newspaper articles around your chosen subjects
- Watching lectures / TED talks on topics of interest
- Listening to podcasts, radio or documentaries
- Visiting museums
- Entering academic competitions
- Completing an EPQ on your chosen subject
- Work experience or volunteering in your chosen subject field (particularly important for students applying for vocational subjects such as medicine, teaching and healthcare.)



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ENRICHMENT AND EXTRACURRICULAR ACTIVITIES

All Sixth Form students are encouraged to get involved with the community, both in and outside of school. As senior members of the school you can develop many skills and show initiative in many areas. Every Wednesday afternoon is dedicated to Sixth Form Enrichment where students will be given the opportunity to take part in a range of activities such as sports, fitness, arts, music, languages and first aid. As well as this, students are encouraged to involve themselves fully in other activities such as:

- Working with the Year Team
- Sports coaching with younger students
- Student mentoring / paired reading
- Helping with year activities
- Supporting younger students in your subject areas
- Social events
- Fundraising
- Promoting the sixth form to lower years / other schools
- Playing in Sports teams
- Leading / taking part in school clubs
- Taking part in the Duke of Edinburgh Award

CAREER EXPERIENCE

Sixth Form Students are expected to undertake a period of career experience relevant to their chosen future pathway. This is now a requirement of the Sixth Form curriculum; many higher education courses won't consider applications unless students have had a sustained period of working within a related organisation. Students will need to apply independently to organisations and process their application via the Sixth Form Administrator.

SIXTH FORM YEAR TEAM

The Sixth Form Year Team is led by Head Students.

This important team will be highly instrumental in initiating and managing specific projects within the Sixth Form and with the main school generally and provides an excellent opportunity to develop leadership skills. Positions within the Year Team are applied for in writing.



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PRIVATE STUDY GUIDELINES

Each of your subjects will have a set number of timetabled lessons but will need, in addition, at least 4-6 hours of private study per subject, per week, outside of the classroom. Please remember that non-lesson time exists for you to plan that study; it is not all free time as you are considered to be a full-time post-sixteen student. Teachers and tutors are available to support you with your planning.

You are expected to be in school for the full day unless you don't have a lesson during period 5 or a twilight, using your non-contact time constructively. Nine non-contact hours should be used as study periods each fortnight and spent in one of the study areas. These hours form an integral part of the required learning hours.

SIXTH FORM PRIVILEGES

Try to respect these, as younger students and members of staff are aware of the conduct of sixth formers.

- You have a lovely Sixth Form Centre. Enjoy and look after it well. It takes individual effort from everyone to look after the Study Areas. This involves personal standards and responsibility. Please:
 - Put your chair back in its original position.
 - Use the lockers to deposit clothes/bags and food.
 - RECYCLE your paper/plastic from the Study Area.
 - Respect that there is a silent Study Area.
 - The school canteen is available to sixth formers throughout the day. Hot drinks and snacks will be available from the canteen between 9.45am and 2.00pm.
 - Respect the Sixth Form Common Room
 - A more relaxed but nevertheless fairly smart, dress code.

Sixth Form students may obtain a hot lunch from the school canteen.

If you can, go down to lunch at 12.00 as the queues of lower school pupils build up very quickly. Sixth Form students can go through with staff for lunch rather than queue, but please use the correct entrance rather than walking past the till area.



SIXTH FORM DRESS CODE

We have tried to keep the dress code in Sixth Form smart, modest and appropriate whilst allowing for flexibility and personal expression. However, we ask that you adopt a mature, sensible approach which reflects the high standards expected in a working environment.

Yes	No
Collared Shirt, Polo Shirt and Blouses	Tracksuit bottoms or tops
Suit and tie	T Shirts
Smart tops	Big logo's
Dresses	Hoodies
Skirts	Ripped Jeans
Cardigans	Spaghetti strap / strapless / crop tops
Jumpers	Sports shorts / cargo pants
Jacket	Leggings / Jeggings
Smart trousers (including smart blue denim)	Open toed shoes
Tailored shorts in the summer	

Jewelry

Items of jewelry must be appropriate to a working environment. Only small nose studs for sixth formers are acceptable but no other facial piercing should be worn including nose rings.

Hair

Hair styles should be appropriate to a working environment and should not include extreme hair dye.

Lanyards

All sixth form students are required to wear a lanyard with a photographic student card. The card can be used for site access, canteen purchases, to access IT rooms during the day and to access a student's printing allowance.

General Information

Any student who is inappropriately dressed will be asked to go home and change. Please note that if you have special dress or kit for practical subjects such as PE or sport then you are expected to change into normal dress for other lessons or activities around the school.

If there is uncertainty regarding the appropriateness of a particular item then please check with Ms Murphy-Parry, Mr Elliott or Mr Dell before purchasing or wearing them.



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STUDENT PARKING PERMITS

Students who wish to park on the school site must apply for a parking permit. Forms are available from the Sixth Form Office.

Criteria

1. Sixth Form Students must live at least 2 miles from the school or regularly carry passengers to be eligible for a pass. Students living nearer should use alternative transport such as buses, car or walking.
2. Permission to bring a car to school is given on a provisional basis only, and will be withdrawn if parking space for students is required for other purposes.
3. Extreme care must be taken on entering and leaving the school premises. The maximum speed limit is 5mph. Reckless or careless driving will lead to the withdrawal of the privilege of bringing a car into school. **For safety reasons, students will not be allowed to drive their cars out of the car park between 15.15 and 15.30.**
4. Responsibility for students driving to school by car rests with themselves and their Parents/Carers.
5. Students should not transport other students except with the knowledge and permission of Parents/Carers.
6. The school can accept no liability for any loss from or damage to the vehicle whilst on site.





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UCAS APPLICATIONS TIMELINE

Spring term

- Researching and applying for University Summer School opportunities
- Preliminary course searching (UCAS, Unistats, The student room)
- Review 'Apply' magazine from Pure Potential
- Work experience should be researched and organised

Summer term

- First draft of personal statement
- Register with UCAS online
- Subject staff write UCAS references
- Attend relevant Open Days
- For Oxbridge, Medicine, Veterinary and Dentistry courses, personal statements must be written early. These students and those wishing to submit early should have their online applications complete by the end of the summer term.
- Tutors may begin to write references for early applicants.

September

- Continue visiting universities
- Complete online application
- Tutors continue to write references

October 15th

- This is the UCAS deadline for all Oxford and Cambridge, Medicine, Veterinary or Dental applications.

November

- Tutors and students should aim to have completed applications by the end of November allowing for the demands of December and examination preparation for January modules.

September to December

- UCAS references are written by school and online applications sent as they are completed. Please note that there will be some students, who for genuine reasons, will not have completed their online applications by this date and all applications will be processed and sent up until January 15th. Applications are checked and sent by the Head of Sixth Form on a 'first come, first served' basis.

January 15th

- UCAS final deadline for applications.



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After application is received

- Some institutions will give places very early whereas others will wait until the January 15th deadline has passed.
- Reply by the date which appears on 'tracker'. You must make a firm and an insurance choice.
- Students are given an individual reply date which might be different from other students.

Late February to end of June

- UCAS EXTRA operates: This is when universities make known places that are still available.

August

- Results, Clearing and Adjustment.

We are delighted to have you here at St Edward's and ask you to take all opportunities to grow and develop your full potential.

The Sixth Form Team