



**A Handbook for
Sixth Form
September 2019**
(Updated 25/11/2019)

TERM DATES 2019-20

Autumn Term

Boarders return	Tuesday 3 September 2019	Y7-13
Start of Term	Wednesday 4 September	Y13
Start of Term	Thursday 5 September	Y12
Quarter Term	Friday 20 September, 3.40pm - Sunday 22 September, 6.00pm	
Half Term	Friday 18 October, 3.40pm - Sunday 3 November, 6.00pm	
Three Quarter Term	Friday 22 November, 3.40pm - Sunday 24 November	
	Monday 25 November	6 th Form Assessment Day
End of Term	Friday 13 December 2019, 3.40pm	

Spring Term

Start of Term	Monday 6 January 2020	
Quarter Term	Friday 24 January, 3.40pm - Sunday 26 January, 6.00pm	
Half Term	Thursday 13 February, 3.40pm - Sunday 23 February, 6.00pm	
	Friday 14 February	Staff Inset Day
Three Quarter Term	Friday 13 March, 3.40pm - Sunday 15 March, 6.00pm	
End of Term	Friday 3 April 2020, 12.30pm	

Summer Term

Start of Term	Monday 20 April 2020	
Quarter Term	Friday 1 May, 3.40pm - Monday 4 May, 6.00pm	
Half Term	Friday 22 May, 3.40pm - Sunday 31 May, 6.00pm	
Three Quarter term	Thursday 18 June, 3.40pm – Monday 22 June, 6.00pm	
	Friday 19 June and Monday 22 June	Staff Inset Day
End of Term	Tuesday 14 July 2020, 12.30pm	

WELCOME TO SEXEY'S SIXTH FORM

Before starting you will have lots of questions to ask. The answers to some of them are in this booklet. If not - don't be afraid to ask. Don't worry - there will be plenty of people to guide you.

We like students to be busy and get as much as they can out of their time in the Sixth Form. We strongly encourage you to participate in school activities to build confidence and self-esteem. There are so many things going on and we find that the students who put the most in, get the most out in terms of enjoyment, personal development and exam results. We encourage self-responsibility and the skills associated with becoming independent young people.

We look to Sixth Formers to set an example and develop leadership skills by helping to lead activities. Most importantly we want our students to have fun, achieve, feel comfortable and form friendships that will last their lifetime. Sixth Form students will be given all the support they need to settle into the new routines.

Student Welfare and Safeguarding

The Sixth Form staff provide a safe, secure environment with clear boundaries in which all students can take a pride and feel a sense of belonging. Sexey's School is committed to safeguarding and promoting the welfare of all students with a comprehensive Safeguarding Policy and Child Protection procedures in place. All staff including support staff, supply staff, volunteers and governors are aware of this policy and procedures and share in this commitment. This policy is available to parents and students on the school website.

On occasions the school has to share welfare concerns with other agencies and work with them to support children. We will ensure that our concerns are discussed with parents/carers first unless we have reason to believe that doing so would not be in the interest of the student's welfare.

The Tutor System

All Sixth Formers will be allocated a tutor who will be their main point of contact for two years.

Tutors will be kept informed by subject staff as to how you are progressing and will congratulate or cajole as necessary. Parents will be kept informed of your progress and on occasion it may be necessary to contact home if things are not going to plan.

Your Tutor will discuss academic and pastoral matters with you at regular tutor meetings. Please make sure you speak to your tutor if you have any concerns. You will also meet your tutor twice a day to register.

Tutors will guide you through the university application process (UCAS) and will write your references for university and jobs.

You are expected to attend all tutor periods.

Routine

The **timetable** has a two-week cycle – Week A and Week B – of 50 one hour lessons. Each A Level subject has nine lessons per fortnight.

Lessons begin at 8.40am and end at 3.40pm. Break is from 11.05-11.25am. lunch is from 12.25-1.20pm.

Year 12 and 13 are required to attend a **tutor period** every morning at 8.40am and every afternoon at 13:20. You will be informed who your tutor is and where to meet at the start of term. There is also a PSHE programme for Year 12 and Year 13 on Tuesday Week B period 3. All students are required to attend.

All students will be expected to nominate 9 study periods to work in the Sixth Form Centre or the library and they should spend their **study periods** in the Library or the Sixth Form Centre.

If a student maintains an attendance figure of 95% or more and is currently achieving or exceeding their academic targets, then they will be invited to participate in the Personal Development Project. Students will be entitled to select either; 2 x period 5 per fortnight, or 1 x periods 4&5 per fortnight to complete their Personal Development Project. The enrichment activity that a student completes could be; Community service, volunteering, additional sport/music/art training, wider academic reading, work experience, driving lessons. The list is not exhaustive but should provide ideas of how to best utilise this reward time, please make sure that you have discussed your proposed plan with either Mr Moise, Mrs Elliott, or Mrs Crombie. During the time each student is expected to keep a diary of what they have achieved and be able to present this to show progress, failure to do so may result in the privilege being removed.

Tuesday Week A and Wednesday Week B afternoons are enrichment afternoons. There are a variety of sports and activities on offer and you are expected to take part. The sports can vary from team sports to relaxation activities such as Pilates. Some students at this point may have additional classes or educational sessions allocated on their timetable.

Sixth Formers may have **lunch** either in the KDR or in the Sixth Form Centre.

Work Experience

Increasingly universities and employers are asking for work experience. Work experience normally takes place in the last week of the Summer Term and you will be supported in your application process. However, all appropriate paperwork must be completed in advance and may take up to six weeks for County approval therefore you need to be organised.

Careers

All Year 12 students will have individual careers guidance appointments with our careers advisor, Wendy Watson.

Counselling

Sexey's has Emotional Literacy, Support Assistants (ELSA) who can provide additional support. An appointment can be arranged in the Sixth Form Centre. – Please ask for help no matter how small or big the problem may appear. We are here to support you.

Health

We encourage a healthy life style (and a great deal of fun) by providing a wide range of activities and promoting healthy eating. We work with the Health Centre to pay attention to the physical and emotional health of the students.

Sexey's School Health Centre

The Medical Centre is staffed by:

Sister Rosemary Light
Nurse Kay Hiscock
Counsellor Matt Thacker
Domestic helper Bee Brook

Nurses are available at all times, but we try to see our patients in our specific clinic times, which are during break time and lunch times follows:

08:00 – 08:40
11:05 – 11:25
12:25 – 13:20

Doctor Gompertz Surgery is held every Wednesday from 15:00 – 16:00, but emergency visits can be made at Bruton Surgery.

Routine dental and eye examinations should be made in holiday time.

The Medical Centre provides:

Advise on general health and wellbeing
Medications and repeat prescriptions
Contraceptive advice
Counselling
Travel Vaccines
Sporting injuries and minor injuries
Routine Immunisations
Wound dressings
Hospital referrals made by Dr Gompertz
Asthma clinic

There is a two dormitory sanatorium for boarders who are unwell and unable to attend school. For pupils who are anxious or upset we provide a quiet room. Day pupils who become poorly are NOT admitted to the wards.

You can contact the Medical Centre on 01749 814146 or email healthcentrestaff@sexeyes.somerset.sch.uk

Boarding students need to remember that the “matrons” in each of the Boarding Houses are not medical matrons so students will need to contact the Health Centre regarding any medical matters. This remains confidential.

Where to find us: Next to Cliff Boarding House

What to do if your son/daughter is ill at home (Boarders):

Please do not bring students who are ill back into school since this puts every other student at risk.

Medication:

All medicines must be handed in to the Health Centre.

Absence Procedures for Sixth Form

In order for a student to make maximum academic progress and social and emotional development they should attend school daily. Each day missed results in missed learning opportunities. As a school we set our students the attendance target of 95%, many students exceed this. However we understand that at times people are ill and unable to attend school. To support you in reporting your son or daughters' absence we have established a number of ways for you to do this. When reporting your son or daughters' absence it is essential that you share with us the following information:-

- **Students name, Students tutor group and Reason for absence**

Please can we ask that you notify us as soon as possible about any absence, before 8:40am using one of the following methods:

- Email us on absence@sexeyes.somerset.sch.uk
- Complete the sickness notification form online using the link <http://www.sexeyes.somerset.sch.uk/parentalinfo/sickness-notification>
- **Call 01749 813393 and press number 1. Please be aware that periods of absence notified via voicemail/phone call must be followed up in writing either by an email or a letter from a parent/guardian on their child's return.** A sickness absence cannot be authorised until an explanatory letter has been received.

Signing In and Out of School

It is a legal requirement that we know who is in the school building at all times. Students must make sure that they sign in each time they enter School then sign out each time they leave the School throughout the day. Sixth Form students may sign out at lunchtimes. If any student fails to sign in and out appropriately, or take advantage of the system in anyway, this arrangement will be retracted and the student will be required to remain in school, all day, every day.

Planned Absences

We ask you to avoid booking medical appointments during the school day, however we are aware that at times this is not possible. For planned absences from school or lessons, such as dental/medical appointments or other legitimate reasons, you should provide an appointment card, letter or signed compliments slip from the dentist/hospital confirming your appointment. If this is not provided then unfortunately we are unable to authorise the absence.

Driving Lessons

Driving lessons may only be booked in free periods or lunch hour, not during lesson time or sixth form games. In the event of a student's attendance falling below and acceptable level of 95%, parents will be contacted and in some cases strategies such as an attendance report card will be implemented to support the student.

Health Centre

Students may not sign themselves out if they feel unwell. The Health Centre must deem the student unfit to be in School in order to be sent home with illness. Day students may only attend the Health Centre at break time and lunch time, unless it is an emergency or have a known condition. Boarders may go to the Health centre at 8am, break time, lunchtime and after school.

Term time leave

We ask that Parents do not ask for leave during term time. Should leave be required you must seek permission prior to taking the leave. A sixth Form term-time leave application form is available on our website. This should be completed and sent to the Attendance Officer via email on absence@sexeyes.somerset.sch.uk or passed to the school reception. If leave is requested in term time, the school holds the right to not authorise this absence in line with School and Government Policy.

Sixth Form Dress Code

We ask you to take pride in the way you dress for Sixth Form and abide by the Sixth Form Dress Code. The following guidance sets out details of what the school considers to be smart and acceptable dress for Years 12 and 13.

Male Students

- Boys are expected to wear smart 'office-wear' - trousers, shirt, jacket and/or smart jumper
- Denim jeans are not permitted
- Shorts are not permitted
- Shoes should be smart and clean. Trainers or walking shoes/boots, crocs and flip-flops are not permitted

Female Students

- Girls are expected to wear smart 'office-wear' – trousers, skirts, dresses, jacket and/or smart jumper
- Denim jeans are not permitted.
- Shorts are not permitted.
- Skirts should be smart and not too short.
- Dresses should be smart and not too short.
- Shoes or boots should be smart and clean. Please avoid wearing excessively high heeled shoes or boots to prevent accidents when moving around the school. Flip flops, walking shoes/boots are not acceptable footwear.

Body Art and Piercings

- Ear piercings and one small nose stud are the only permissible piercings.
- Body art must not be visible.

Generic

- Staff will notify students of the appropriate dress code for school trips
- Protective clothing should be worn when required in practical lessons e.g. DT/Art

Bring Your Own Device

You may bring a lap top/tablet and are welcome to connect to the school system via Wi-Fi in school. Please make sure they are labelled and covered on your parents' house insurance

SCHOOL RULES

Most of our rules are about being considerate of the rights, feelings and possessions of the people you are working with - if you manage that then you won't go far wrong. Others are for your safety.

The Governors of the school have adopted a No Smoking Policy on the school campus which applies to staff as well as students. The school is an equal opportunities employer - we will not tolerate behaviour that discriminates against any group.

All conduct which tends to bring discredit upon the School, whether on the school premises or elsewhere, will be treated as a breach of the school rules. When a student's behaviour is causing particular concern the school will seek to involve the parents at the earliest appropriate time.

And finally...

Have a good summer holiday - we look forward to seeing you in September!