



**A Handbook for
Sixth Form
September 2020**
(Updated 18/06/2020)

TERM DATES 2020-21

Autumn Term

Boarders return	Sunday 6 September 2020	Y7-13
Start of Term	Monday 7 September	Y12/13
Quarter Term	Friday 25 September, 3.40pm - Sunday 27 September, 6.00pm	
Half Term	Friday 16 October, 3.40pm - Sunday 1 November, 6.00pm	
Three Quarter Term	Friday 27 November, 3.40pm - Sunday 29 November	
	Monday 25 November	6 th Form Assessment Day
End of Term	Friday 11 December 2020, 12.30pm	

Spring Term

Start of Term	Monday 4 January 2021 – Staff INSET Tuesday 5 January 2021 – Students return	
Quarter Term	Friday 29 January, 3.40pm - Sunday 31 January, 6.00pm	
Half Term	Friday 12 February, 3.40pm - Sunday 21 February, 6.00pm	
Three Quarter Term	Friday 12 March, 3.40pm - Sunday 14 March, 6.00pm	
End of Term	Thursday 1 April 2021, 12.30pm	

Summer Term

Start of Term	Monday 19 April 2021	
Bank Holiday	Monday 3 May 2021	
Quarter Term	Friday 7 May, 3.40pm - Sunday 9 May, 6.00pm	
Half Term	Friday 28 May, 3.40pm - Sunday 6 June, 6.00pm	
Three Quarter term	Thursday 24 June, 3.40pm – Monday 28 June, 6.00pm	
	Friday 25 June and Monday 28 June	Staff Inset Day
End of Term	Friday 16 July 2021, 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.

Your 6th Form Team includes: Mr Moise – Director of 6th Form, Mrs Elliott – Head of Year 12/13, and Mrs Crombie – 6th Form Assistant

Student Welfare and Safeguarding

The Sixth Form staff provide a safe, secure environment with clear boundaries in which all students can take 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 1 and Week 2 – 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 12.45-1.40pm.

Year 12 & 13 are required to attend the **tutor period** every morning at 8.40am. 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 Week 1 Friday Period 4 (subject to timetable changes). All students are required to attend.

All students should spend their **study periods** in the Library or the Sixth Form Centre.

All students will be expected to nominate 9 study periods to work in the Sixth Form Centre or the library.

A double period each week is enrichment afternoon. There are a variety of sports and activities on offer. The sports can vary from team sports to relaxation activities such as Pilates. There will also be the opportunity to create your own club, see Mr Moise for more information.

Sixth Formers may have **lunch** either in the KDR or in the Sixth Form Centre or offsite, as long as they sign out and return on time for afternoon registration.

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 lifestyle (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:

Carol Lesley – Health and Wellbeing Manager

Kathleen Arnold – Health and Wellbeing Assistant

Jane Adams – Health and Wellbeing Assistant

Domestic Assistant - Bee Brook

First Aiders 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's Surgery is held every Wednesday from 15:00 – 16:00, for students who are Boarders and Health Centre Staff will make alternative or emergency appointments at Bruton Surgery if appropriate.

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

The Health Centre provides:

Advise on general health and wellbeing

Management of medications and arrange repeat prescriptions for students who are Boarders

Counselling in liaison with the Pastoral Support Manager

Will arrange travel vaccines for Boarders

Manage minor illness during the day and provide overnight care for Boarding Students

Will make arrangements for students to return home when too ill to remain school

Sporting injuries and minor injuries

Wound dressings

Assist with the organisation of routine Immunisations

Hospital referrals are made by Dr Gompertz

Contraceptive advice is available from the Public Health School Nurse

Routine Immunisations are arranged through Somerset SAINT (School Aged Immunisation Nursing Team)

There is a two dormitory sanatorium for boarders who are unwell and unable to attend school. For students who are anxious or upset we provide a quiet room. When day students are unwell, they are NOT admitted to the wards; Health Centre staff will contact their parents/guardians for them to be collected from school. We are unable to send students home unaccompanied and advise that they are not left alone whilst unwell.

You can contact the Health Centre on 01749 814146 or email

healthcentrestaff@sexey.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 and authorised absence needs to have medical evidence such as a doctors note.

If your overall attendance figure drops below 90% without medical evidence to support this and/or completion of work has not been achieved sufficiently when you are in Year 13, then Sexey's School and the 6th Form reserves the right to ask each individual student to pay for their own exam entry. Without attending lessons and completing set work, you are limiting your chances of success, hampering progression into employment or Higher Education. We will support you throughout your time at Sexey's, please ensure that you speak to your Tutor, Head of Year or Director of 6th Form if you are worried or concerned about anything.

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 takes 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 your lunch hour, not during lesson time or sixth form games. In the event of a student's attendance falling below an 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@sexseys.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
- No large printed t-shirts or sweatshirts or hoodies
- 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.
- No large printed t-shirts or sweatshirts or hoodies
- 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

Employment during School Time

Term time rules

During term time children can only work a maximum of 12 hours a week. This includes:

- a maximum of 2 hours on school days and Sundays
- a maximum of 5 hours on Saturdays for 13 to 14-year-olds, or 8 hours for 15 to 16-year-olds

School holiday rules

During school holidays 13 to 14-year-olds are only allowed to work a maximum of 25 hours a week. This includes:

- a maximum of 5 hours on weekdays and Saturdays
- a maximum of 2 hours on Sunday

During school holidays 15 to 16-year-olds can only work a maximum of 35 hours a week. This includes:

- a maximum of 8 hours on weekdays and Saturdays
- a maximum of 2 hours on Sunday

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.

You will be issued with a 6th Form contract at the start of the year to sign and be kept in your personal file in school, this highlights your agreement to the above points.

And finally...

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