



**Sir Harry Smith**  
**COMMUNITY COLLEGE**  
AMBITION & ASPIRATION FOR ALL



# Sixth Form

# Student Handbook

# 2019 ~ 2020

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Dear Sixth Form Student,

We are delighted to welcome you into the Sixth Form at Sir Harry Smith Community College.

Our Sixth Form is a partnership between you, our teaching and support staff, your parents and governors. Our aim is to ensure we provide a high quality education; that meets your individual needs both academically and through the many enrichment opportunities we offer. We feel it is very important that you enjoy your experience in the Sixth Form and also gain all the skills and experiences necessary to leave here fully prepared and ready to move on and achieve your future aspirations.

Please read this handbook carefully as it contains lots of useful information for your time in the Sixth Form at Sir Harry Smith Community College.

I look forward to welcoming you in September. In the meantime if you have any further questions please contact me via email [james.wilson@sirharrysmith.cambs.sch.uk](mailto:james.wilson@sirharrysmith.cambs.sch.uk)

Enjoy your break.

Mr J Wilson  
Head of Sixth Form

## **The Sixth Form Team**

|               |                    |
|---------------|--------------------|
| Mr J Wilson   | Head of Sixth Form |
| Mrs C Sweeney | Post 16 Support    |
| Mrs H Archer  | Post 16 Support    |

### Sixth Form Tutors

- 1 Mrs L Beadles
- 2 Ms P Coggan
- 3 Mr E De Almeida
- 4 Mr C Mossman
- 5 Ms E Rogers
- 6 Mr A Royal
- 7 Mr D Tomlin
- 8 Mr C Young

All members of the Sixth Form team have been trained to ensure that they can offer the best possible information, advice and guidance to our students. As well as supporting in academic decisions, they are also available to provide pastoral support.

## **The Role of Sixth Form Tutors**

Your tutor is your first point of call for academic and pastoral support. Your tutor will support you through your time in Sixth Form through planned activities during tutor time. They will also meet with you one to one. Your tutor will track your academic progress carefully and will regularly offer support and advice. You will also discuss your future aspirations with your tutor and they will offer

guidance on opportunities available within and outside school that will support you to achieve your future aspirations. Your tutor will get to know you as an individual in order to support you as best they can with the many other challenges Sixth Form students face and in preparation for writing highly personalised and meaningful references to support your future applications.

## **Enrichment**

Whilst academic achievement is very important for success, enrichment is just as important for preparing you for success. We offer many opportunities for enrichment; including external speakers, visits and trips, work experience opportunities that match your future career aspirations, volunteering opportunities and many extra-curricular activities within school. Each student will be expected to choose at least one volunteer enrichment activity within the school environment.

There are a huge variety of volunteering enrichment opportunities in school to choose from including; acting as a subject ambassador, working with younger students to support them in a variety of lessons and extra-curricular activities and gaining experience in an area of interest such as working in the prep room in science or alongside our IT technicians. There will also be a weekly timetable of optional enrichment opportunities including a variety of sports, first aid, self-defence, cooking skills, debate society a book group and many other activities.

Tutors will work with students to advise them on enrichment opportunities both within and outside school. The focus will be on ensuring that students take part in enrichment opportunities that will

help them to develop the knowledge and skills to enable them to achieve their future aspirations.

## **Transition into Year 12**

There is a big difference between year 11 and year 12, not just academically but also in terms of rights and responsibilities. You will have lots of extra freedom to get used to, whilst coping with a far more demanding work schedule. The key to a successful transition in to year 12 is giving 100% commitment from day 1, getting in to good habits straight away and avoiding having to catch up whilst trying to keep up. The way you start year 12 has a huge effect on your success as a Sixth Form student.

The leap from GCSE to A Level can be daunting and overwhelming for some students, particularly with the strong ethos of independent study in our Sixth Form. You will be given subject specific guidance on how to study effectively independently and your independent study will be monitored throughout the year. In Year 12, students also attend Skills for Life lessons that support them to become successful Sixth Form students. Students will have cross curricular and interactive sessions developing study skills which are essential in making students more confident, independent and productive. These include essay writing, listening skills, referencing, examination techniques and time management.

Please remember that as a role model you can have a positive effect on the younger student's behaviour and attitude to learning, therefore you have an extra responsibility to demonstrate high standards of behaviour day to day whilst in college.

## **Transition Work**

During the induction you will be given transition work to complete for each of your chosen subjects over the summer holidays. This transition work will be collected during your first lesson for each subject in September, it will then be assessed and you will be given detailed feedback.

Transition work is important because:

- It gives you a realistic idea of what it is like to study the subject and whether you will enjoy it.
- It gives you a head start in each of your chosen subjects.
- It gives an indication of how successful you are likely to be in this subject over the two-year course.

All transition work for each chosen subject must be completed before 4<sup>th</sup> September 2019 and must be handed in during the first lesson of that subject in September. Any students who have not completed the transition work for a subject will not be allowed to study that subject. Following completion of the transition work and feedback some students may change their subject choices.

## **The Sixth Form Rewards System**

Our Sixth Form reward system acknowledges the students' academic achievement, punctuality, attendance and many positive contributions to the College. Teachers will award students greens and golds using the behaviour watch system and at the end of each term we have a celebration where a raffle takes place. The more green and gold awards each student has the better their chances of winning. Green raffle prizes this year have included a space hopper,

a bubble machine, stationary and Easter eggs. The top gold prizes have included £25 vouchers for local restaurants and shops.

## **Enrolment**

Enrolment will take place on Thursday 22<sup>nd</sup> August 2019, GCSE results day.

Students that have met the entry requirements for the Sixth Form will be given a form to fill in and hand in when they come to collect their results. The form will ask for confirmation that they will be taking their place in the Sixth Form and will ask for final confirmation of subject choices. Sometimes students change their subject choices when they see their final GCSE grades and that isn't a problem as long as students ensure they have met the individual subject requirements and they are able to complete any new subjects transition work by 4<sup>th</sup> September 2019. Entry requirements and transition work can be found on the Post 16 area of the school website.

If students haven't met the entry requirements for the Sixth Form or for their chosen subjects, they will need to make an appointment with Mr Wilson to discuss all their options. When students haven't met the entry requirements for their chosen subjects they will normally be offered alternative subjects. When students haven't met the entry requirements for the Sixth Form we can in some cases, dependent on circumstances, offer a solution that enables students to continue in to the Sixth Form at Sir Harry Smith Community College.

On results day Mr Wilson will be based in OY 05, the small meeting room in the reception area of the College. There will be a list of

appointment times outside the meeting room starting at 10am and students and parents can sign up to attend a meeting in any available time slot. You can also contact Mr Wilson via email and further appointments will be available on the 2<sup>nd</sup> and 3<sup>rd</sup> September 2019.

External applicants and those students on holiday on results day, should contact Mr Wilson via email, on 22<sup>nd</sup> August if possible, to confirm acceptance of their place and final subject choices.

[james.wilson@sirharrysmith.cambs.sch.uk](mailto:james.wilson@sirharrysmith.cambs.sch.uk)

## **Option Blocks**

For your information the confirmed option blocks are included below:

| <b>Block A</b>                                    | <b>Block B</b>                | <b>Block C</b>  | <b>Block D</b>                          | <b>Block E</b>   |
|---|-------------------------------|---|---|--|
| Geography   | Sociology                     | Sport Diploma   | Performing Arts<br>Extended Certificate | Art  |
| Business Studies                                  | Further Maths                 | Chemistry   | Physics                                 | Maths  |
| Biology   | Maths                         | Media Studies   | Sociology                               | Enterprise and<br>Entrepreneurship<br>Extended Certificate |
| Health and Social<br>Care Extended<br>Certificate | Sport Extended<br>Certificate | English Literature  | Religious Studies                       | English Literature   |
| Extended Project<br>Qualification (EPQ)           | History                       | Children's Play,<br>Learning and<br>Development<br>Extended Certificate |   | Psychology   |
| Sport Leadership                                  | Product Design                |   |   | Extended Project<br>Qualification (EPQ)                    |
|   |                               |   |   |  |

## **Studying**

As a Sixth Form student you have chosen to attend Sir Harry Smith Community College and have also chosen which subjects you wish to study, we therefore expect a high level of commitment from you. You should attend all your lessons, fully prepared and equipped. Homework should also be completed to a high standard and given in on time. Aside from your lesson time, it is expected that you should be spending around 5 hours per subject per week, either at home or in private study at school, completing homework and independent study. Lessons which are not timetabled specifically for a subject are assigned to private study. Private study is not a 'free period' and you should spend this time working in a designated Sixth Form study area. It is important to note that studying in the Sixth Form is the equivalent in number of hours as being employed in a full time job.

## **Attendance, Punctuality, Illness and Absence**

As a full time student you are expected to study throughout the school day. Attendance to all timetabled lessons is compulsory. This includes registration as required, meetings with Sixth Form Advisors and Skills for Life lessons. A 90% attendance may appear good but that is the equivalent to an extra 8 weeks off over two years of study. Research shows that a drop in attendance of 10% leads to an individual student on average achieving between half a grade and a full grade lower for each of their qualification. We therefore set a target of 96% or higher for all students in the Sixth Form. Those that achieve this at each progress check will be given attendance rewards, as well as positive comments on their references regarding attendance. Students are asked to avoid making medical or dental appointments during the College day. However, when this is

unavoidable you are required to bring in an appointment slip for the absence to be authorised.

## **Part Time Employment**

We acknowledge experiences outside of College can be useful in developing skills as well as providing essential income for areas such as driving lessons and saving for university. However, the main focus of Sixth Form must be to gain the best possible grades. Some students do take on more hours in their part time job than they can reasonably cope with. We recommend no more than 12 hours a week, but it is important to be aware of what research shows:

*“Sixth Form students who spent more than five hours a week in jobs did less well than expected. Students who worked for more than 15 hours were the worst affected, dropping an equivalent of falling from an expected BBB to CCD”.* Source: Times Educational Supplement.

## **The Sixth Form Centre**

The Sixth Form Centre is an excellent facility that is used exclusively by Sixth Form students and provides a study area equipped with high quality laptops, social areas and kitchen with catering facilities. It is of course important to look after the Sixth Form centre to ensure it remains a nice environment for both working and socialising. As a reward for taking care of the Sixth Form Centre, tea, coffee and occasionally hot chocolate are provided for students.

## **Learning Resources**

As well as having exclusive use of the Sixth Form centre, Sixth Form students also have access to the Learning Resource Centre, a quiet

study area and a large number of computers and laptops. The learning Resource Centre has many useful books and materials for supporting our Sixth Form students.

## **Dress Code**

We hope to encourage students to develop a greater sense of personal responsibility as part of their preparation for further study and for entering the workplace. Therefore, we feel that students should wear non-uniform dress appropriate to a College or work environment. The Dress Code is listed below and we hope that students will enjoy this opportunity to be treated as young adults within an educational setting and rise to the challenge of dressing for a professional work environment.

|                        | <b>Acceptable</b>  | <b>Not appropriate</b>  | <b>Exceptions</b>   |
|------------------------|--|---|---|
| <b>Trousers</b>        | Tailored dark coloured Trousers Full length                        | Playsuit<br>Combat trousers or chinos<br>Denim or Corduroy<br>Shorts<br>Tracksuits<br>Leggings/Treggings    | Dark coloured plain Leggings may be worn in place of tights<br>Smart tailored knee length shorts may be worn in summer. |
| <b>Skirts/ Dresses</b> | Tailored appearance<br>Must be no shorter than just above the knee | Combat style  |   |
| <b>Tops</b>            | Tailored shirt/blouse<br>Smart polo top<br>Tops must cover waist   | Large logos/pictures<br>T shirts/vest tops<br>Off the shoulder tops<br>Sheer or low cut shirts/blouses/tops | Vest tops may be worn under a tailored shirt or jumper  |

|                                     |  |   |  |
|-------------------------------------|--|---|--|
| <b>Jumpers/<br/>Jackets</b>         | Plain Jumpers or jackets<br>Tank tops<br>May be any colour<br>Must cover waist | Sweatshirts<br>Hoodies<br>Large<br>Logos/pictures/<br>motifs  |  |
| <b>Footwear</b>                     | Boots<br>Shoes<br>Sandals  | Stilettos, shoes or boots with heels higher than 5cm<br>Sports Trainers<br>Flip flops or strappy sandals<br>Backless shoes<br>Leisure boots or cros |  |
| <b>Tights</b>                       | Plain or discreet with simple pattern  |   |  |
| <b>Hair, Make Up,<br/>Jewellery</b> | In line with College Policy  |   |  |
| <b>Body Art</b>                     | All body art must be covered   | Visible tattoos   |  |

Student ID cards should be worn at all times as they identify Sixth Form students within the College.

### **Student ID and Locker Deposits**

All students are required to pay £5 for a student identification lanyard, also the option of an additional £5 deposit for a locker. Payment must be made via online ParentPay. The deposit for the locker key is refundable when returned, on leaving Sixth Form.

## **Important dates**

|   |  |
|---|--|
| Enrolment   | 22nd August 2019                                 |
| Individual student/parent meetings with the Head of Sixth Form (on request) | 2 <sup>nd</sup> – 3 <sup>rd</sup> September 2019 |
| Term starts   | 4 <sup>th</sup> September 2019                   |
| Year 12 Parents Welcome Evening   | Date to be confirmed                             |
| Academic Tutor Day  | Date to be confirmed                             |
| Year 12 Parents Evening   | Date to be confirmed                             |

## **Parents Evening**

Parent/student subject evening and Academic Tutor Day are an important part of the assessment and feedback process. It is an invaluable opportunity to discuss areas of strength and success and also to consider areas of development. Attendance with a parent is strongly advised however when this is not possible students will still be expected to attend.

## **Financial Support for Sixth Form Students**

### **16-19 Bursary Fund**

The College receives funding from the Government to help students who may need financial help to cope with the extra expense associated with Sixth Form study.

You are eligible for this if you are:

- In care
- Young care leaver (if you have been looked after for a period of 13 weeks consecutively between the age of 14 and 16)
- Receiving Income Support / Universal Credit (in your own name)
- Receiving Disability Living Allowance/Personal Independence Payments and Employment Support Allowance/Universal Credit (in your own name)
- Receiving Free School Meals
- Living in a house with a household income below £24000

Applications must be given to Mrs Sweeney by 20<sup>th</sup> September 2019 for consideration of a bursary.

### **Criteria for 16/19 Bursary Fund payments to be made**

- Minimum attendance of 96% overall or for the bursary payment period.
- 2 or better for independent learning and attitude to learning on the latest progress check, or through feedback from teachers if a progress check has not been published during the period since the last payment.
- All work to be up to date.
- Full attendance to all examinations.
- Adherence to the Post 16 contract.

## **16-19 Financial Support Payment**

You can apply for this if you find yourself in a position of financial hardship and you are in imminent danger of leaving College for financial reasons.

### **Further information**

Further information on financial support for Sixth Form students is available on the Sixth Form area of the school website.

To discuss an application please speak to Mrs Sweeney, [claire.sweeney@sirharrysmith.cambs.sch.uk](mailto:claire.sweeney@sirharrysmith.cambs.sch.uk) or Mrs Archer, [heather.archer@sirharrysmith.cambs.sch.uk](mailto:heather.archer@sirharrysmith.cambs.sch.uk) in the first instance.