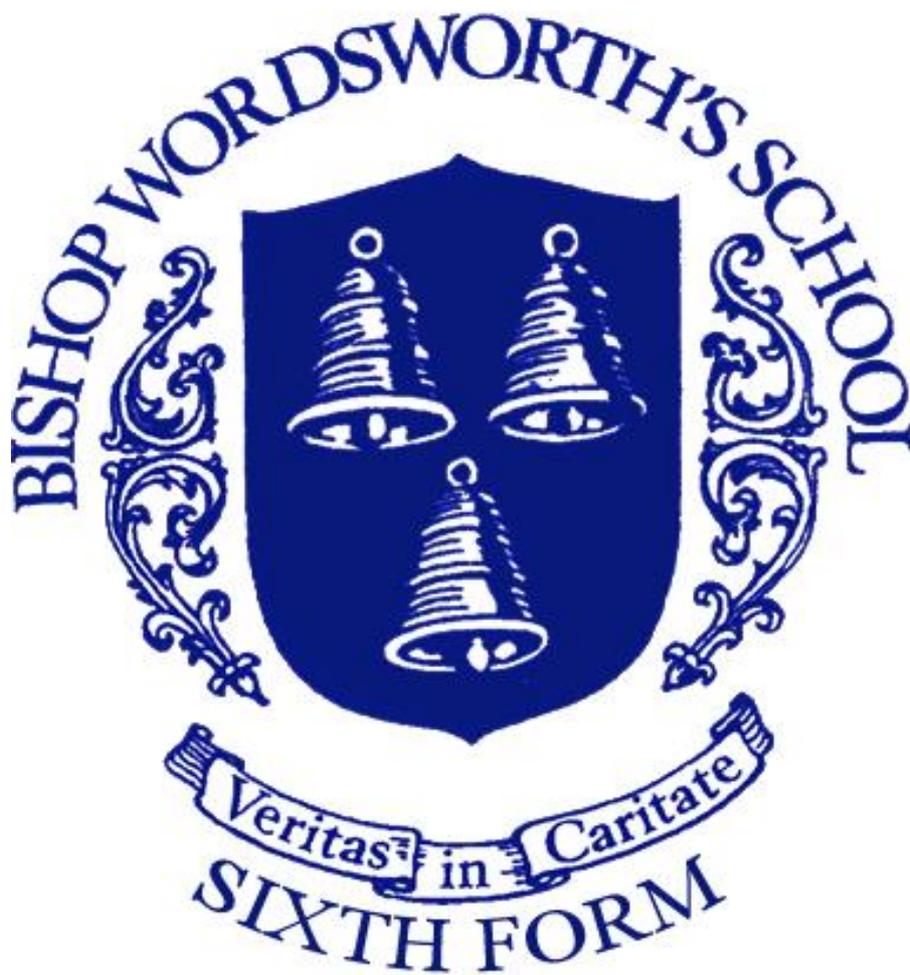


# **Bishop Wordsworth's School Sixth Form Handbook 2020-21**



# Bishop Wordsworth's School

## Sixth Form Handbook 2020-21

### Welcome to the Sixth Form!

We are delighted that you have decided to join the Sixth Form at Bishop Wordsworth's School. We are looking forward to working with you over the next two years. Your Sixth Form experience will pass quickly – so do make the most of it. We hope you will make new friends, enjoy new experiences and thrive in a supportive, academic environment.

For support and encouragement along the way, every student is provided with a mentor – a member of our academic staff – who will act as your personal adviser during your two year course of study. You will also become part of the wider School community through your attachment to one of our five Houses (named after former Bishops of Salisbury: Jewell, Martival, Osmund, Poore and Ward). We encourage you to participate in House competitions and enjoy the friendly rivalry! Finally, you will be taught by subject specialists and you will benefit from their subject knowledge, enthusiasm and teaching skills in a spirit of shared endeavour.

The school will provide you with plenty of opportunities for success, but the biggest factor in determining your success will be the energy and commitment you put in. We hope that you will take full advantage of the academic and extra-curricular experiences on offer, including expert careers guidance, sport and enrichment activities.

We look forward to welcoming you into the Sixth Form and wish you every success.

Z H Lambard

A J Gough

M J Birkett

Head of Sixth Form

Assistant Head of Sixth Form

Assistant Head of Sixth Form

### Practical Information

#### **The Sixth Form Office and Careers Office**

The Sixth Form Office is located on the first floor of the Sixth Form building. Ms Lambard, Head of Sixth Form, Mrs Gough, Assistant Head of Sixth Form (Year 12), Mr Birkett, Assistant Head of Sixth Form (Year 13) and Mrs Stoneham, Sixth Form Pastoral Assistant, are based here. The office is usually open from about 8.00am, over the lunch hour and to 5.00pm in the evening.

Mrs Armstrong (our careers leader) is based in the Careers Office which is adjacent to the Sixth Form Office.

#### **Mentoring and Pastoral Care**

You will be assigned a personal mentor during your time in the Sixth Form. The mentor is a member of the academic staff and you will check in with your mentor each week and have a one-to-one meeting every three weeks. It is a requirement of the Sixth Form contract that you attend these regular mentoring sessions. If you miss a mentoring session through illness then this must be rearranged with your mentor at the earliest opportunity. Mentors will also contribute to reports and write references for you including your UCAS (university) reference written at the beginning of Year 13.

There are also other members of staff that you can speak to for further support in addition to your mentor. These include members of the Sixth Form team, Senior Tutor (Mr Higson) and the Chaplain (The Reverend Andrew Gough). A School Nurse also visits the School on a regular basis and she is available for confidential discussions in the well being room.

Information about routines, activities and events for the BWS Sixth Form will be displayed on notice boards in the Sixth Form Common Room. Please check these boards weekly. Please check your school e-mail and Microsoft Teams account daily. To access these on your phone, or if you have any issues, please ask the IT staff.

## School-Student Learning Agreement

The School-Student Learning Agreement is available on Insight. Please read carefully and tick the box to confirm that you agree with this set of expectations.

### The School Day

All students must register by 0840 for morning registration - and between 1235 and 1335 for afternoon registration. Registration used to be completed by thumbprint but given the current situation this is changing. Further details will be provided in September. Year 12 morning meetings are likely to follow the pattern set out in the table below but will also be posted on the noticeboards in the common room every term.

Day	Description	Timing and Location
Monday	Year 12 Briefing	0840-0905 Sixth Form Common Room
Tuesday	Sixth Form Assembly	0840-0905 Sports Hall
Wednesday	Individual mentor meetings or private study	0840-0905 Mentor office, IT room, Library, Sixth Form Study Room
Thursday	Individual mentor meetings or private study	0840-0905 Mentor office, IT room, Library, Sixth Form Study Room
Friday	Individual mentor meetings or private study	0840-0905 Mentor office, IT room, Library, Sixth Form Study Room

As the year progresses and Year 12 students become familiar with routines and expectations, the timings on Wednesdays, Thursdays and Fridays may be relaxed slightly to allow students to arrive by 0900 provided that they do not have another commitment.

All students, regardless of lesson commitments, are required to attend all Sixth Form assemblies and certain whole school assemblies, the monthly Cathedral Service, and the Headmaster's Lectures. Assemblies are an important point of contact between staff and students and the Cathedral Service forms an integral part of School life at Bishop's.

If you are late to school (after registration has closed at 0900), please make sure you sign in at the Sixth Form office where you will be registered and given a late slip to take to your first lesson.

Classes end at 1550 every day. The Golding Study Room is available for Sixth Form private study at lunchtimes and the library is available for private study until 1700. Choir practices, meetings of societies, games, play rehearsals and similar activities take place at various times before school, in the lunch hour, after school and at weekends.

Lunches are served on a cafeteria basis, and you pay for the items you select using a cashless catering system. Alternatively, you may bring sandwiches, go into town or go home for lunch. If a student has an untaught study period at the end of the day, then he/she is permitted to leave the site during this time. This privilege may be withdrawn at the discretion of Sixth Form staff and no student is allowed to leave the site for more than two periods without permission from a member of the Sixth Form staff.

<b>Session</b>	<b>Start</b>	<b>Finish</b>
Registration	0840	0900
Period 1	0900	0930
Period 2	0930	1000
<i>Break</i>	<i>1000</i>	<i>1020</i>
Period 3	1020	1050
Period 4	1050	1120
<i>Changeover</i>	<i>1120</i>	<i>1135</i>
Period 5	1135	1205
Period 6	1205	1235
<i>Lunch</i>	<i>1235</i>	<i>1335</i>
Period 7	1335	1405
Period 8	1405	1435
Changeover	1435	1450
Period 9	1450	1520
Period 10	1520	1550

### **Attendance and Absence**

There is an expectation that you will achieve in excess of 90% attendance over the two years. Missing lessons will have a serious impact on your grades. To help you with this, attendance is carefully monitored. You will be expected to register every morning, and sign out if you leave the site during the school day. In addition, registers will be taken at assemblies and in all lessons.

Routine medical, dental and optician appointments should be made out of school hours whenever possible. If you have an unavoidable appointment during school time, please provide a parental note or email in advance. We may require a copy of an appointment letter. Leave of absence is possible for your driving practical test, but driving lessons should NOT be booked during school hours.

Sixth form students make educational visits such as attending open days at Universities. These visits require prior approval from the Sixth Form office and your subject staff must be informed of your absence. Students wishing to make such a visit should complete a green form available in the Sixth Form office as soon as possible and in any event at least one week prior to the visit.

Absence due to illness should be reported to the School via Insight, by telephone (01722 333851) or by email (rec@bws.wilts.sch.uk). Please update the School for every day of absence.

If you are ill in school, report to Reception who will contact Ms Lambard/Mrs Gough.

### **The Sixth Form Common Room and the Sixth Form Lounge Room**

The Sixth Form Common Room is an area for all Sixth Formers. As well as being a great place for relaxing and socialising, it also houses the Sixth Form notice board – please check this regularly for updates. Responsibility for running the Common Room lies with the Sixth Form Council supported by

Sixth Form staff. Good behavior and tidiness is expected and duty staff will come in to the Common Room from time to time. Students who wish to use it will be expected to agree to this and pay a subscription of £10 at the start of Year 12 (to cover both years). This is your room, treat it with respect and enjoy it – if you have any suggestions to improve the Common Room or facilities, let us know. We also have the use of a lounge area with a table tennis table, football table and sofas. This is only open before school, break time and lunchtime onwards as the morning should be dedicated to more productive study. As with the Common Room, this needs to be kept in good order, or will be closed.

### **Studying in the Sixth Form**

To really succeed at Advanced Level students need to develop effective study skills. One of these study skills is managing time effectively and making good use of private study time, both in school and at home.

### **Study Periods**

All Sixth Form students are allocated a number of study periods in the timetable. Attendance is compulsory for supervised study periods as they are good opportunities for independent study. You may bring a laptop or other device which can be stored in the Sixth Form Office for safety for example if you have a games lesson. You may use head phones in the study rooms (these must not be audible to other students) and you must not use social media.

There are plenty of other places to study. Year 12 and Year 13 each have their own study room, the Common Room and the Library are also available. You are also expected to study independently at home, using the time for background reading, consolidation, completion of classwork or other work set by your teachers. As a guide, students should spend about 3-4 hours per subject per week in Year 12 (including both school and home study time). This may increase in Year 13 as you prepare for your final exams.

### **Deadlines and Coursework**

Students are expected to meet all deadlines set by their teachers. Late work may not be marked and if examined coursework is not submitted on schedule students will be withdrawn from that component of the exam.

### **Academic Monitoring**

You will work together with your mentor and subject teachers to set yourself regular targets, which will appear formally on your reports. You and your parents will receive two reports a year, a full report and a grade report. In addition, a by invitation parents evening is held before Christmas to address early identified academic concerns. The dates of parents evenings are available on the school calendar. Meetings can also be set up with your mentor, subject teachers or Sixth Form staff to discuss any issues.

### **Recognising success**

There are a number of ways that your academic, sporting and volunteering successes will be celebrated with you including commendations, prizes, school colours, Silver Cross awards and prefect opportunities. More information about these will be available throughout the year.

### **Course changes**

Course changes are permissible only at the very start of term and from 17<sup>th</sup> September until the 25<sup>th</sup> September. If you decide in this time that you would like to change one or more of your courses, please see Mrs Gough (Assistant Head of Sixth Form) in the Sixth Form office. If appropriate, she will then refer you to the Careers Leader. If a course change is possible (and this will be subject to timetabling constraints, student suitability and space available) then you will be issued with an Options Change Form to complete. You will need to obtain the signatures of the Heads of Department of both the subject you intend to drop AND the subject you intend to take up. The options Change Form is then returned for approval.

## **Policies and Procedures**

### **Paid Employment**

Paid employment gives you many opportunities to work with other people and take responsibility as well as affording you the measure of independence an income brings. However, please bear in mind that study in Sixth Form is full time, and therefore no more than 8 hours of paid work per week should be undertaken.

### **Holidays and other Planned Absences**

As you remain in full time education, holidays should not be taken in term time. If absence is unavoidable, permission can be requested from the Head of Sixth Form or the School Headmaster in advance. A form can be found on the school website.

### **Behaviour and Appearance**

As a Sixth Form student you are a role model for the younger pupils in the School. High standards of behaviour and appearance are expected. We hope that by joining the Sixth Form you will contribute positively to promote a culture of mutual respect and kindness.

The Sixth Form dress code aims to promote smartness and confidence and is similar to what would be expected if you were in employment in a business situation. Full details of this policy can be found on our website and on your Insight page.

- A suit in grey or plain dark colour – no denim or corduroy
- Shirts/Blouses/Tops which are mainly plain coloured ? – no extreme colours or patterns.
- For male students, any of the School ties as appropriate (Sixth Form, Senior Prefects, Silver Cross, Colours, etc) or the school badge for female students.
- Dark coloured plain V-neck pullovers may be worn or plain jumpers/cardigans for female pupils.
- Footwear of a conventional colour, shape and style: trainer style footwear is not allowed.
- Your hair must be neat and tidy and your natural colour: unconventional styles and facial hair are not acceptable. Male hair should be no longer than collar length.
- Any jewellery worn must be discreet – for example a finger ring or simple stud earring/s.

### **School Rules**

Sixth Form students are expected to follow the general school rules, set out in the code of conduct on the website: [http://www.bws-school.org.uk/main/Parents/School\\_Rules/](http://www.bws-school.org.uk/main/Parents/School_Rules/). Please read these carefully before your first day in the Sixth Form. Sanctions are also issued in line with the whole school behaviour code.

## **Beyond A Levels**

As well as your three A-Level options, there is so much more on offer at Bishop's. Sixth Form students have the opportunity to learn more about the world in which they live and to develop the skills which they will need to thrive.

Unless they are studying four A levels, students choose a further option which will be EPQ or Core Maths.

## **The Extended Project Qualification (EPQ)**

For many students, the Extended Project Qualification provides an important bridge between Sixth Form and University study. It allows students to pursue an interesting project of their choice and leads to an AS equivalent qualification which is valued by many universities.

Year 12 students receive a short taught programme initially, with input from the University of Southampton, covering topics such as critical thinking, academic writing, referencing, research skills and giving effective presentations. Students will then produce an independent piece of work, either a dissertation or artefact. Parents and students will be invited to a showcase event towards the end of the year to view the products of their endeavours. We encourage participation and most interested students have already selected this option.

## **Core Maths**

Core Maths is a Level 3 qualification that helps develop students mathematical skills and thinking beyond GCSE level. It is recognized by universities and is particularly useful for students undertaking courses with mathematical content such as psychology, economics, the sciences and geography.

## **Enrichment**

Sixth formers at BWS also take part in an enrichment programme of activities. When you start Year 12, you can choose from a wide variety of options that include: community sports leaders qualification, mandarin and Arabic as well as a range of other options.

## **Sport and Community Service Opportunities**

Taking part in a sporting activity is vital for all students and therefore lessons are timetabled for sporting activities on a Wednesday afternoon. Mr Demain-Griffiths, Director of Sport, will oversee the choices students will be asked to make and the expectation is that students will choose one sport for each term in both Years 12 and 13. The range of choices for Sixth Form students is impressive and there will be something all students can become involved with. After receiving their induction from the PE Department, sixth formers can use the Fitness Suite. Students should be appropriately dressed for the activities being undertaken. Details of kit list are set out in the letter from Mr Demain-Griffiths attached to your induction email.

Students can opt for **Community Service** on a Wednesday afternoon instead of Games or participate in both if they wish. Mr Browning oversees the Community Service programme. Some activities include helping out at local primary schools or working with lower school pupils at Bishops', the local hospital or care homes, volunteering at Sarum College library and Salisbury Cathedral or helping with Talking Newspaper for the Blind. Students can also make their own arrangements in consultation with Mr Browning.

## **The Prefect and House System**

This provides students in the Sixth Form with opportunities to contribute to the running of the School, give valuable leadership experience and these coveted roles are well regarded by universities and employers.

Around 16 Senior Prefects and 30 Prefects will be appointed around Easter time and more details will be available for enthusiastic candidates over the course of Year 12.

## **Duke of Edinburgh Award Scheme**

Bishop's encourages students to participate in this nationally recognised scheme and significant numbers of Sixth Formers enjoy success at all levels – including Gold. It is not necessary to have completed the Bronze award before taking part in the higher levels.

## **Clubs and Societies**

There are a number of clubs and societies organised for and by sixth formers. We encourage students to join in and students are welcome to start a new club or society themselves. Popular clubs include:

**The Politics Society** - this is organised by a committee of sixth formers from both BWS and SWGS. They invite outside speakers into school on a regular basis and those studying Politics A Level will be invited to attend. Other students are welcome to attend if they are free.

**Debating** – a lively Debating Society runs through most of the academic year. Audience participation is also welcomed! The Club has had considerable success in national competitions.

**Charity Committee** – each tutor group across the whole school will send representatives to committee meetings and the Committee will organise a number of fund-raising events each year. Money raised goes to the Committee's chosen charities.

**School Music** – sixth formers have long given up their time to take part in the rich musical life of the School, either in the Choir, the orchestra or with the A Level Singers.

**School Drama** – Mrs Gordon stages a play or musical each year and those interested in acting, technical support, stage management and music will be keen to get involved.

**BAYS** – this society is run by sixth formers under the supervision of science staff and aims to develop students' interest in science.

**The History Society** – regularly invites leading Historians to come and speak and debate issues of historical interest.

**Wordsworth Magazine Committee** – this Committee produces the annual School magazine. Budding journalists are especially welcome, but there is also a need for photographers, marketing agents and entrepreneurs too!

Other clubs and societies available to students include Young Medics, Art Club, Book Club, Chess Club, Christian Union/'Connect', Language Clubs, Public Speaking, Hockey, Sailing and Film Club

## Careers Advice, UCAS and University Visits

Objective careers advice is available for all students. Mrs Armstrong, our Careers Leader, provides impartial careers advice to BWS to give students the best and most up to date careers guidance available. Mrs Armstrong will be able to advise on university and course choices and possible career and job opportunities available either at the end of Year 12 or Year 13. She will also have recent information about apprenticeships. Students will be invited for a careers interview but can also arrange to discuss their plans at any point during years 12 and 13 by signing up in the Sixth Form Office or emailing [saa@bws.wilts.sch.uk](mailto:saa@bws.wilts.sch.uk). Consultations take place in study periods and not in scheduled lesson time whenever possible.

In Year 12, students will attend our Conference and Exhibition on Friday 12<sup>th</sup> February 2021. This is an *INSET day but all Year 12 students will be required to attend*. Many HE institutions, employers and training providers will be represented at the Conference which marks the start of our UCAS preparation work within school. Students will also attend an Open Day at a leading university to introduce them to the range of course options and institutions available.

Working with their mentors, Year 12 students will begin to think critically about their post-18 choices from March onwards during mentoring sessions. From June students will benefit from additional advice in Enrichment sessions. They will also be issued with a copy of the BWS UCAS Guide.

## Work Experience

With increased competition for University places and Post 18 jobs some work experience, particularly in a field related to your career aspirations, is a great asset. Also work experience may result in opportunities for temporary employment during school and university holidays and sponsorship for university.

If you are planning to apply for courses in any of the following vocational areas you will need to display an understanding of what is involved and a period of work experience is very important:

- Medicine
- Nursing
- Occupational Therapy
- Speech & Language Therapy
- Physiotherapy
- Sports Science
- Veterinary Science
- Psychology
- Architecture
- Law
- Teaching
- Engineering

Work experience is mandatory for entry onto Primary Teacher Training courses.

### **When can you do it?**

You can do work experience during holidays or on a weekly basis during term times in study periods (only with the consent of a Head of Sixth - this is more likely in Year 13). You may not take time out of school for any other blocks of work experience unless there are exceptional circumstances, and these must be discussed in advance.

### **Other useful information for Sixth Formers**

#### **Financial Support – the 16-19 Bursary and other bursaries and scholarships**

If you think you may struggle with the costs of full-time study during your A Levels, or the cost of travel to and from BWS, you may be eligible for a bursary. The scheme is administered by BWS and full details of how and when to apply and the help available can be found in the 16-19 Bursary Information leaflet. Copies of this leaflet can be found in the Sixth Form Common Room, the Sixth Form Office and the Finance Office and on the Sixth Form Folder on every student's electronic desktop when using the School network. For further general information about the scheme please see:

[http://www.direct.gov.uk/en/EducationAndLearning/14To19/MoneyToLearn/EMA/DG\\_066955](http://www.direct.gov.uk/en/EducationAndLearning/14To19/MoneyToLearn/EMA/DG_066955) or speak to a member of the Sixth Form Team or the Finance Office.

#### **The Sixth Form Council**

The Sixth Form Council aims to provide a forum for debate between students and staff and also to act as an action group to direct various responsibilities within the School. It also has to oversee the running, maintenance and supervision of the Common Room and it is totally independent from the Prefect and House system and the School Council.

#### **Parking and Road Safety**

There are no car parking facilities for students at BWS and students with their own vehicles must park off site. Britford Lane and the Friary and adjoining roads should not be used. Bike shelters are available on site and Sixth Formers may leave bikes overnight if necessary. Students must provide their own padlocks and bikes must be removed from the site at the end of term.

All Year 13 students usually attend a 'Safe Drive' presentation in October (this will be dependent on current government guidelines).

#### **Conclusion**

The two years of Sixth Form education go very quickly. It is often difficult for students to make the transition to the higher level of academic understanding and independent study successfully, particularly at a time when life is often becoming more diverse and demanding. As a school, we try to find the right balance between encouragement, support and rules, whilst also helping you build independence.

The staff who will teach you are all specialists and collectively have years of experience of success at this level and are proud of the achievements of our students, not merely academically but in all they go on to do. It is our aim and hope that you will develop the same pride, both in yourself and the School. Above all we hope that your time in the Sixth Form at Bishop's is a fruitful and enjoyable one.

Good luck!

Site Plan

