



Welcome to  
Plymstock School  
Sixth Form

Parent  
and Student  
Information  
Booklet

SUCCESSING TOGETHER

Dear Student

Welcome to those students joining us in Year 12 and those students returning for Year 13. We are delighted that you will be joining us in September and are looking forward to you being part of our Sixth Form.

Our aim at Plymstock is to provide a range of balanced curriculum opportunities for Sixth Form students. We wish to support students in reaching their full potential in a safe and happy environment. Each student is a valued individual, whose goals reflect their own characteristics, qualities and aspirations.

As a community we foster high standards of behaviour, good relationships and a mature sense of responsibility. Sixth Form students are expected to meet their commitments in a manner which reflects their status as young adults, as they take increasing responsibility for their own learning. We welcome fresh ideas and encourage students' involvement in many aspects of the daily life of the school.

This handbook gives information about many of the procedures and expectations that are an integral part of Sixth Form life.

We look forward to working with you.

Mr Sprenkel, Beckie and Gem

# Sixth Form Contact Details

**Sixth Form Direct Line: 01752 495041**

**Mr W Sprenkel Senior Assistant Head Teacher, Director of Post 16**

Email: [wsprenkel@plymstockschool.org.uk](mailto:wsprenkel@plymstockschool.org.uk) Tel: (01752) 495040

**Mrs Rebecca Littler Assistant Director of Post 16**

Email: [rlittler@plymstockschool.org.uk](mailto:rlittler@plymstockschool.org.uk) Tel: (01752) 495075

**Mrs Gemma Grenney, Post 16 Administrator**

email: [ggrenney@plymstockschool.org.uk](mailto:ggrenney@plymstockschool.org.uk) (01752) 495041

# Normal School Day Timings

<b>8:45-9:00</b>	<b>Registration in your Tutor room</b>
<b>9:00-10:00</b>	<b>Lesson 1</b>
<b>10:00-11:00</b>	<b>Lesson 2</b>
<b>11:00-11:20</b>	<b>Break time</b>
<b>11:20-12:20</b>	<b>Lesson 3</b>
<b>12:20-1.20</b>	<b>Lesson 4</b>
<b>1:20-2:10</b>	<b>Lunch time</b>
<b>2:10-3:10</b>	<b>Lesson 5</b>
<b>3:10</b>	<b>School Finishes</b>

# Key Dates

## September

5th September	First Day of Term
12th September	Early Closure
19th September	Year 12 Parents' Information Evening
25th-6th October	Year 12 Landmark Assessment Period

## October

9th-13th October	Charity Week
15th October	Oxbridge, Medicine, Veterinary Medicine and Dentistry UCAS deadline
19th October	Last day of term
31st October	First day of term

## November

9th November	Progress Checks Home
10th November	Red, white and blue mufti (service charity)
22nd November	Early Closure -GCSE Presentation Evening 7-9pm (Rehearsal for Year 12's in The New Hall 1:30-2pm)
25th November	Mock Law Trial Heat
29th November	Parents' Evening 3:45-6:15pm

## December

19th December	Last day of term -Early Closure
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## January

3rd January	First day of term
15th January	Year 13 UCAS deadline

## February

19th February	Year 13 Mock Exam Week
26th February– 2nd March	Year 13 Mock Language Speaking Exam Week

**March**

22nd March Progress Checks Home  
28th March Parents' Evening 3:45-6:15pm  
29th March Last day of term

**April**

16th April First day of term

**May**

7th May May Day Bank Holiday  
18th May Year 13 Final Assembly (P5)  
21st May-29th June Year 13 A Level Exams  
25th May Last day of term

**June**

4th June First day of term  
18th-22nd June Year 12 Mock Exams  
29th June End of A Level Exams  
29th June Year 13 Summer Ball

**July**

9th-13th July Work Experience Week  
17th July Year 12 Progress Checks Home  
18th July Festival of Sport  
20st July Last day of term—Early Closure

**August**

16th August A Level Results Day  
23rd August GCSE Results Day

# School Map

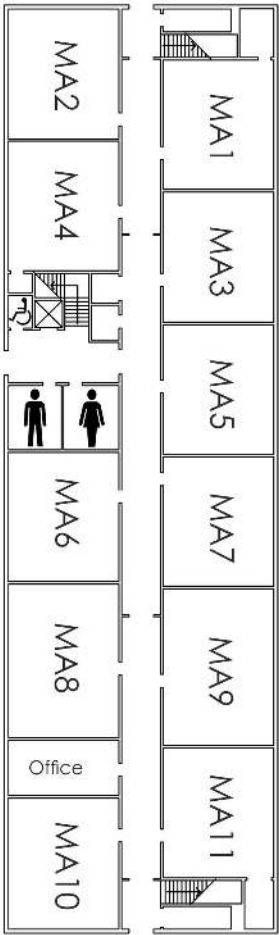
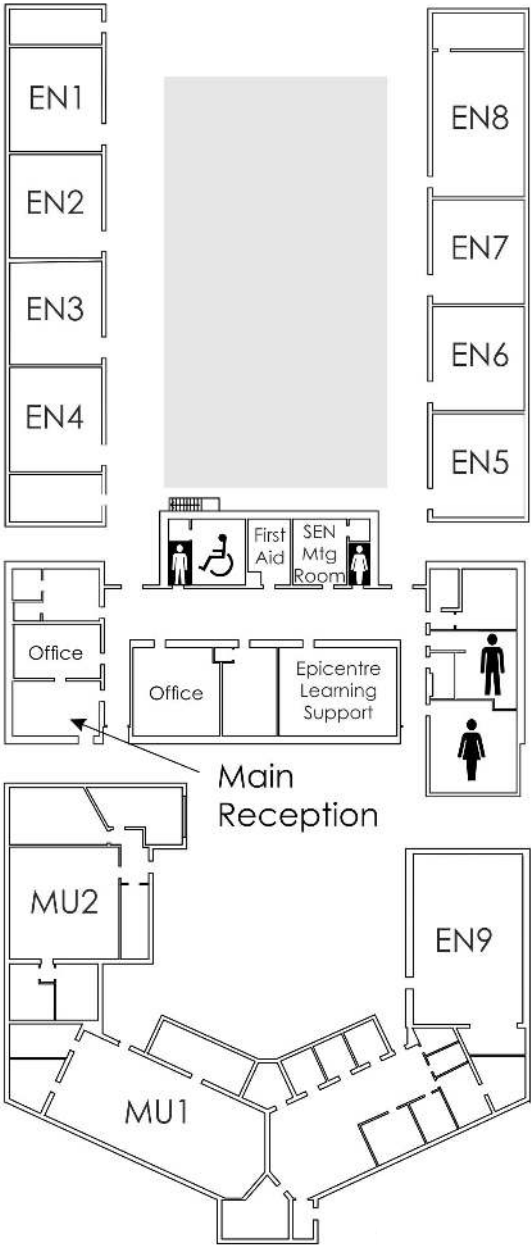
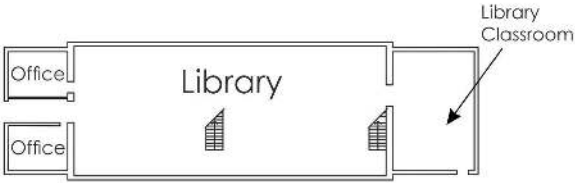
The next few pages show the areas of the school to help you find your way!!!



The Galley

# GROUND FLOOR

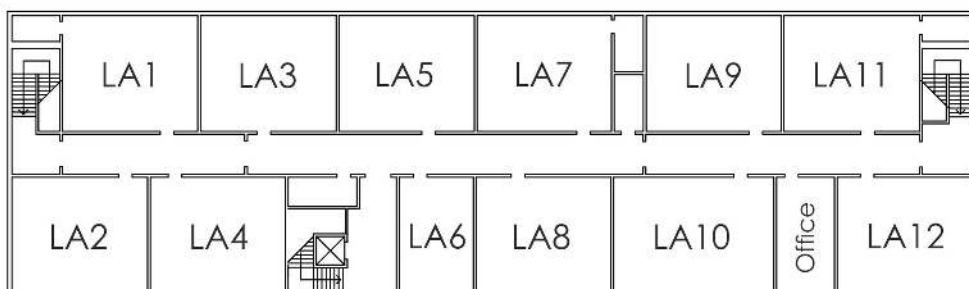
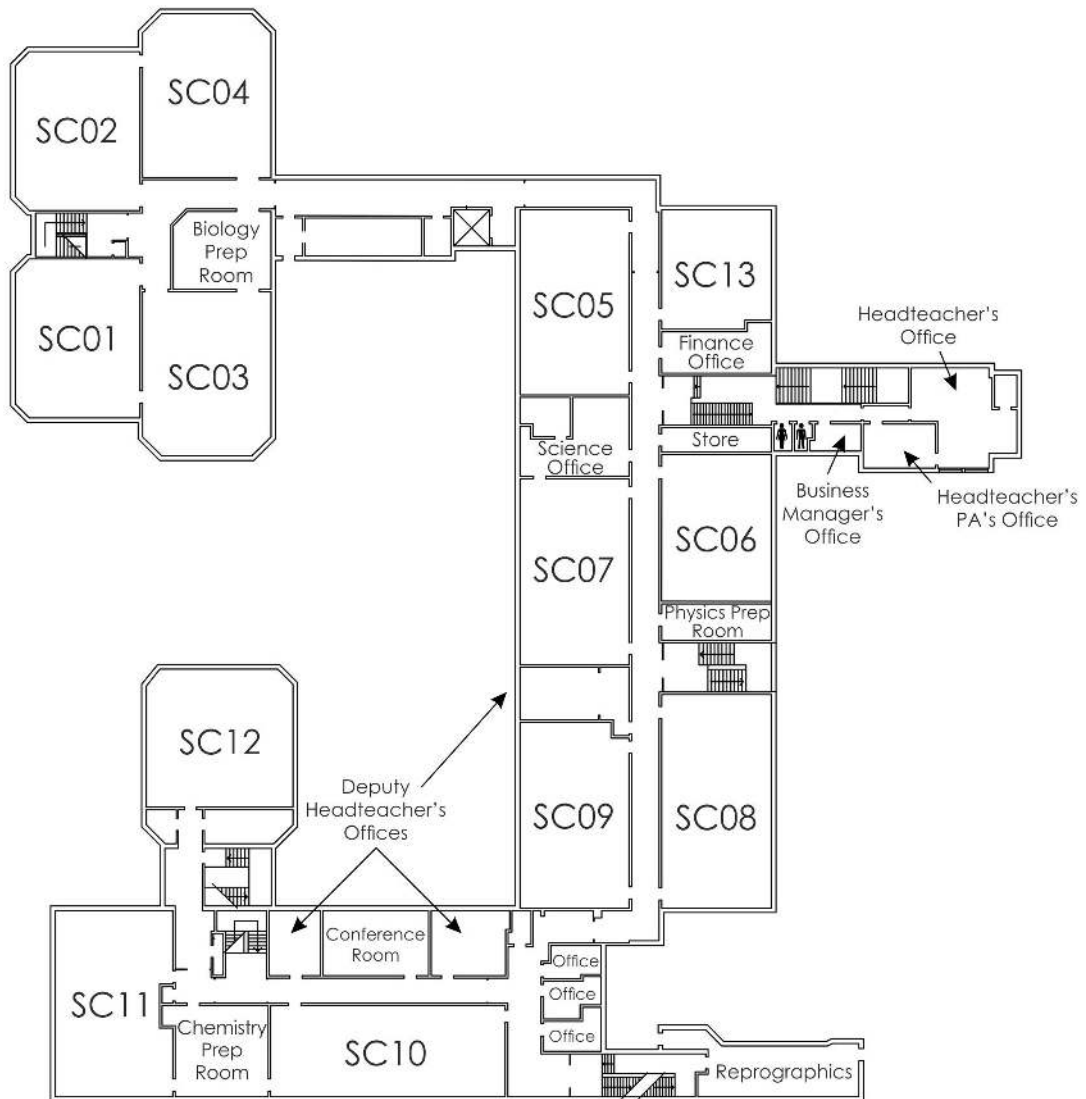
English  
Learning Support  
Maths  
Music





# FIRST FLOOR

MFL  
Science

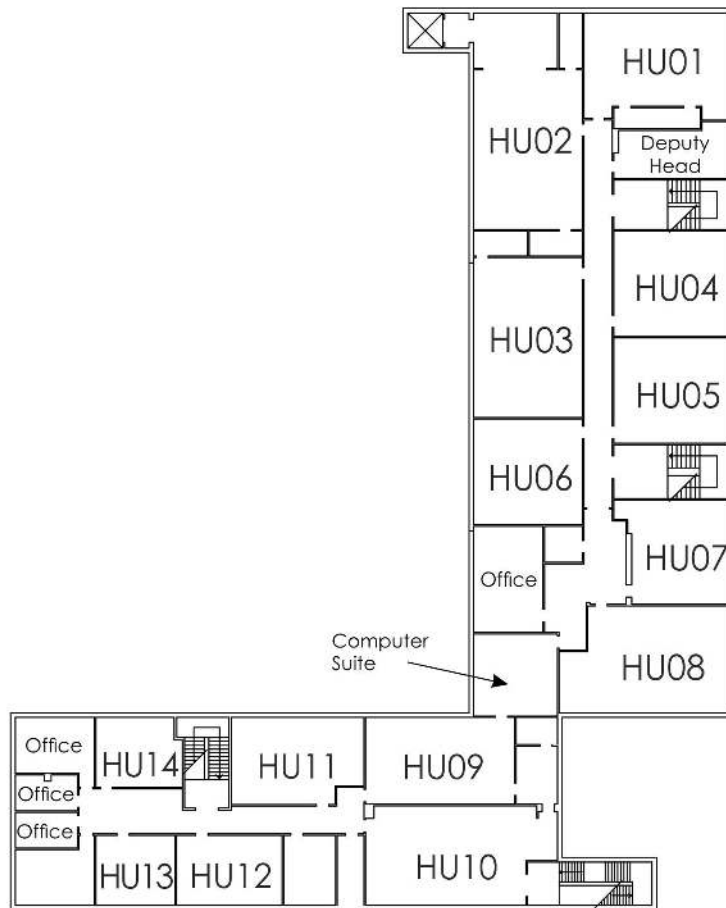


# SECOND FLOOR

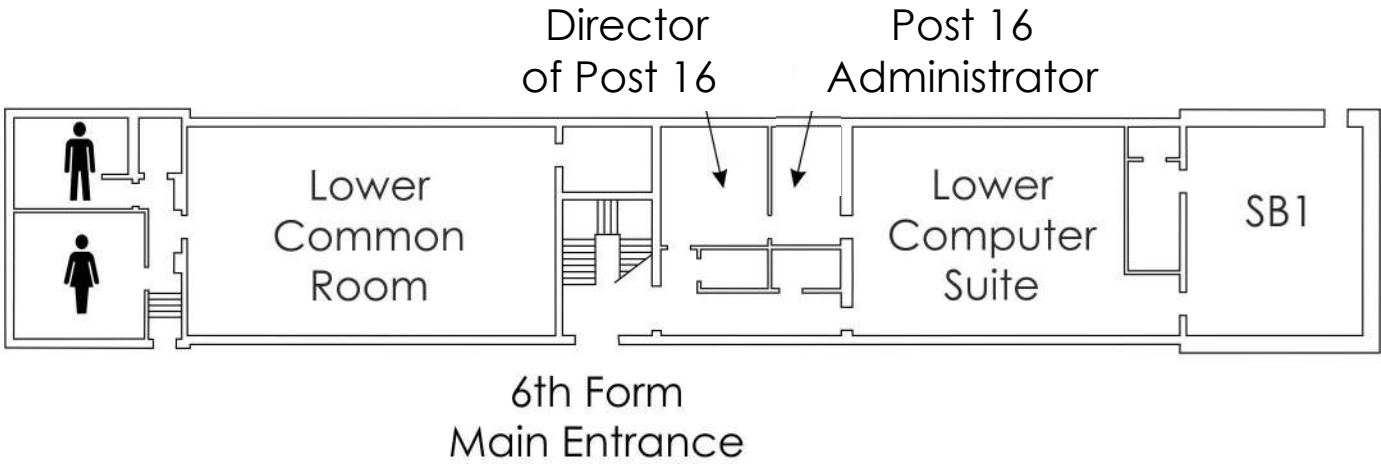
Geography

History

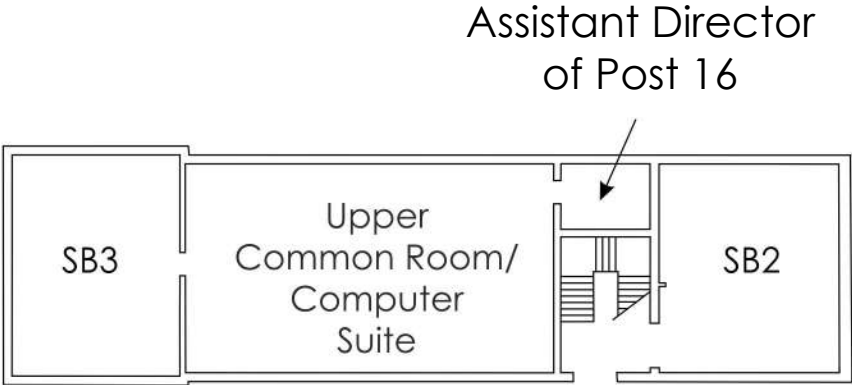
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# SIXTH FORM



## GROUND FLOOR



## FIRST FLOOR

# **Biometric Registration**

In order to use the Galley to purchase food and drinks you are required to either have a biometric (fingerprint) recognition or a PIN for your account. You should have received information about setting up Parentpay and biometric registration. If you haven't please let us know. During the first few days of term if needed, you will be taken to be biometrically registered or a PIN code activated.

## **Senate**

We hold a weekly Senate Meetings which everyone can get involved in. Senate serves as an aid to voice your options and ideas and get involved in 6th Form life. Posters will be displayed advertising the date, time and place of the Senate meetings.

# Sixth Form Students' Guide

## ENROLMENT

Enrolment takes place at the beginning of Year 12 and 13 and involves agreement of the programme of education or training. A **Learning Contract** is signed and discussed.

## LEARNING CONTRACT

This outlines what a student can expect from Plymstock School, and what the student will give in return, in the way of conduct, work etc. If a sixth form student does not adhere to the terms of the Learning Contract they will be placed on a further Learning Contract which will impose specific targets a student must adhere to. If this further contract is not adhered to the student could be asked to leave.

## ATTENDANCE AND REGISTRATION

Full **attendance** is a major key to success and students are expected to conform fully to expectations. Your attendance will be monitored by Mr Sprenkel, Mrs Littler, tutors and teachers. Concerns will be logged on the referral system. Attendance will be linked with any reference the school provides for you whether that be for an employer or a university . For further details please see your Learning Contract. If a sixth form student does not adhere to the terms of the Learning Contract they will be placed on a further Learning Contract which will impose specific targets a student must adhere to. If this further contract is not adhered to the student could be asked to leave.

## Policy

Full attendance is a major key to success and students are expected to conform to expectations.

- Students will attend fully from 8.45am to break each day and attend all lessons.
- Students can use the quiet study rooms, library or the 60 computers in the Sixth Form Centre.
- Students on a study period during 3, 4 and 5 will have permission to leave the site but **they must sign in /out** at Sixth Form reception. We reserve the right to withdraw this privilege if students are not making suitable progress in their subjects or attendance falls below 96%.
- Every progress report sent home will have a breakdown of lessons attended and lessons missed.
- All bursary students will have to meet the bursary criteria (currently 95%)
- Students who fall below 96% attendance for no valid reason will have to pay for their examination entry as they have not shown the commitment required towards their studies.
- Any reference will be linked to your attendance.

## RECORDING/COMMUNICATING ATTENDANCE AND ABSENCE -

### REGISTERING AND TUTORING

#### Site Registration

1. **Site registration** is the familiar registration to show students' presence or absence on the school site. It is essential for Health & Safety, and for organisational reasons.
2. **Year 12 and 13 students will attend fully from 8.45am to break each day and all lessons including Assemblies. If students are on a study period during periods 3, 4, and 5 they will have permission to leave the site.** (They must sign in/out at the Sixth Form Reception. Departure at 2.55pm need not be signed out.)  
Students who arrive late in the morning must sign in at the Sixth Form with either **Mr Sprenkel or Mrs Littler**. Late arrivals should never go straight to lessons.
3. If you are going home ill **you must inform** a member of the Sixth Form Team before doing so.

#### Class Registration

1. **Class Registration** is the registration of students in their lessons. This will be recorded by subject teachers.
2. Class registration is an important focus for highlighting issues relating to students, and will provide a formal record of attendance by subject, which will be used on reports and for references to future employers or educational establishments.
3. Students are expected to provide notes, appointment cards, etc. as explanation of absence if attendance levels drop below 96%.

Absence/lateness known in advance →	Inform Beckie beforehand either in person, telephone or email.
Absence/lateness not known in advance →	Ring Sixth Form Office to inform of reason on 495041

### **Summary of some acceptable reasons for absence/lateness, known in advance**

Medical appointment not able to be arranged outside lesson times

A religious holiday

Open Day or Interview\*

Work Experience (not around exam times)\*

Attendance at a funeral

A theory or driving test

University Experiences (i.e. Summer school, Sutton School Trust)\*

\* The relevant form must be collected from Mrs Littler on these occasions.

### **Summary of some acceptable reasons for absence/lateness not known in advance**

Severe disruption to transport

Illness

### **Summary of some absence/lateness which would not be acceptable**

Holidays

Work

Frequent, short term sickness unsupported by doctor's note

Leisure

Babysitting

Failure to get up in good time

Birthdays or similar celebrations

Shopping

Driving lessons

Seeing a teacher

Completing work for another subject

# Intervention System

The 6th form follow the intervention system outlined below to ensure we consistently track and monitor not just serious concerns, but also low level persistent concerns related to students' barriers to learning /success.

**Stage One - Low Level Concern i.e. missed homework/deadline, low test score, attendance issue.**

- Teacher- Records **Learning** concerns on Sims.
- Tutor- Discuss **Learning** concerns (information only) only to log if outcome agreed with student.
- Tutor to log **Pastoral** concerns on Sims.

**Stage Two - Concern Repeated**

- Teacher- Records concerns (Sims) and contacts home, outcome recorded (Sims).
- Tutor- **Learning** concern discussed and Tutor records potential outcome (Sims). Inform Assistant Head of Sixth Form if concerns are across more than one subject or if **Pastoral** concern is affecting **Learning**

**Stage Three - Persistent Concern i.e. continuously missing deadlines/homework, non-attendance at lessons.**

- Teacher- Arranges formal meeting with parents and Assistant Head of Sixth Form or Tutor (**Pastoral and Learning**). Contract and subject specific support / letter outlining action plan.
- **Pastoral** Assistant Head of Sixth Form- Formal meeting with parents / Information gathering and programme of support or contract . Pastoral / letter outlining action plan.



#### **Stage Four - Significant Concern i.e. no improvement following previous intervention.**

- HOD- Completes action points as outlined in stage 3. Monitors action points regarding **Learning** and also student progress. Learning contract issued by 6th Form.
- Assistant Head of Sixth Form - Completes **Pastoral** action points as outlined in stage 3. Monitors **Pastoral** action points and responsibilities for student progress.

#### **Stage Five - Breach of Learning Contract, Formal or Final Warning**

Director of Post 16 (**Pastoral** and **Learning**) consulted and formal meeting. Parents' and student made aware of alternative provision. Director of Post 16 will decide future course of action.

#### **Progression into Year 13**

Progression into Year 13 is dependent on a multitude of factors i.e. Behaviour, attendance, mock results. An holistic view will be taken when deciding on a student's suitability to continuing their A Level subjects. We will take into account extenuating circumstances that may have impacted on any mock exams undertaken in the Summer term.

# Ready To Learn

## School Rules in every classroom (Years 7-13)

Students will show they are 'ready to learn' by adhering to 10 clear rules:

1. Arrive on time, usually within three minutes of the bell, and by the second bell after break and lunch, ensuring an orderly entry and exit.
2. Always try your best and be positive.
3. Start work as soon as instructed by the member of staff.
4. Listen respectfully when others are talking – there should be no calling out or interrupting.
5. Keep 'off-task' conversations for social times only.
6. Follow all seating arrangements.
7. Focus on your own work and do not distract the learning of others.
8. Stay in your seat unless instructed otherwise by a member of staff.
9. Don't eat, drink or chew gum (water is allowed, if the teacher permits it) and put all litter in the bin.
10. Speak to all staff and other students with respect.

If a **Post 16 student** breaks one of these rules they will be asked to leave the class and go to the Sixth Form work room for the remainder of that lesson. **Staff will email Mrs Littler and Mr Sprenkel, who will make contact home.**

## Additional Rules for Post 16

- An ID badge is worn and visible at all times.
- Students are not permitted to leave the site until 11.00am and must follow the signing in/out procedure.

## Red Cards

There are no warnings for these misbehaviours. Students will receive a 'Red Card' for any of the following:

- Late to school
- Missing key school equipment with no note from their tutor
- Failure to complete homework
- Running indoors
- Eating and drinking in the corridors
- Taking hot food/hot drinks out of the Galley (N/A to Post 16)
- Shouting indoors
- Leaving/dropping litter anywhere other than in the bins
- Pushing/shoving in corridors or the Galley queue

- Being in another year group's area at break/lunch (N/A to Post 16)
- Incorrect uniform with no note form the Head of Year (N/A to Post 16)

**For Post 16 students, if any of the above occur, you will be referred straight away to Mrs Littler and Mr Sprenkel**

### **Mobile Phones**

Whilst students are on the school site, mobile phones should be switched off and not used during the school day. They must hand over to a member of staff any phone that is seen or heard. If confiscated more than once during a term, an adult will be required to collect it from the Hub. If a student refuses to hand it over, they will be sent to the IR for one school day. If they refuse to hand it over whilst in the IR, they will be fixed term excluded. **Post 16 students are not to use their phones/headphones around the site-** the only exception is in the Sixth Form building. If you are seen using a phone, you will be asked to put it away immediately.



# Plymstock School E-mail Sync for: iPad



Please Read  
Carefully!



Settings > Mail, Contacts, Calendars > **Add Account....**



Click "**Microsoft Exchange**" and fill out the appropriate details:

**Email:** jsmith@plymstockschool.org.uk

**Domain:** plymstock.internal

**Username:** jsmith

**Password:** \*\*\*\*\*

**Description:** Anything you want 😊

**Server:** webmail.plymstockschool.org.uk

Your **School** email address

Your **School Network** Log-in

Your **School Network** password

E.g. Work email

This will appear when you press  
"Next". Enter this and press "Next"

When you have entered this information **correctly**, you should see a series of **ticks** and the following screen:



Ensure Mail is turned **ON**. Alternatively, you can choose to turn added features such as **Contacts**, **Calendars** and **Reminders**. This will automatically sync this information with the iPad apps.

E.g. When Calendars are **ON**, all appointments will appear in the calendar app.

When you turn these features on, accept any prompts from the iPad.

The account should now be activated... You can access your emails via the mail button on the home screen



Problems:

- Ensure you have a Strong Wireless connection during this process
- No email showing up.... Click the refresh button located at the bottom left hand side of the iPad. You may need to press more than once for the iPad to respond to the mail server

## **SUPPORT AND GUIDANCE**

Students can expect support and guidance from a number of staff.

Staff include :

Personal Tutors

Director of Post 16 (Sprenks)

Assistant Director of Post 16 (Mrs Littler—Beckie)

Post 16 Administrator (Mrs Grenney- Gem)

Careers Advisor (Mrs Rickard)

School Nurse

## **PARENT SUPPORT**

We value parental support and will aim to communicate frequently and clearly through letters, progress reports, parents' evenings and information evenings.

If you have any questions or issues you wish to raise with us or you feel a bit out of the loop please contact either the Mr Sprenkel or Mrs Littler on the contact details provided in this booklet. You can also keep up to date with information and event details on the school website or our Twitter page (@Plymstock6th)

## **SIXTH FORM CENTRE**

The Centre and its facilities are only for the use of members of our sixth form. Students are expected to treat furniture and fittings with respect. Damage is extremely rare, but any caused must be paid for at repair or replacement cost. Damage must be reported immediately.

**Food** may be brought from the Galley to the Sixth Form Centre but must not be eaten on the way. Hot drinks are allowed to be taken from the Galley to the Sixth Form Centre.

N.B. Food and/or hot drinks should not be consumed in lessons.

**Break & Lunch:** The entire Sixth Form Centre (including classrooms) are available for Sixth Form students to use during break and lunch. Tutor rooms are not to be used by sixth form students as they are allocated for use of the lower school during break and lunch.

## **STUDY FACILITIES**

The provision for Sixth Form students is exceptional. In the **Sixth Form Centre** the Computer Suite is not normally used for lessons, but is a private study facility. The other Common Room areas are available for private study or discussion. The Upper Common Room is music free and is set up with individual study stations, Wi-Fi and a conference table. The Lower Common Room is a less formal study area with kitchen, drinks, rest room and music facilities (for break and lunch only).

## **QUIET STUDY ROOMS**

We want students to have the opportunity to study in silence around the school if the 6<sup>th</sup> form area is busy. Therefore, we have allocated quiet study rooms throughout the school in which you can study in peace.

There will have to be necessary conditions such as:

- Silent study only
- No food and drink in the rooms
- Small groups only
- If the students are disrupting the teacher who may be working in the room they will be asked to leave
- The room may be needed at the last minute for cover
- A register will be in the room

Notices will be put up around the Sixth Form area to show where these rooms will be located.

## **THE LIBRARY RESOURCE CENTRE**

Plymstock School Library provides a welcoming and friendly environment for all students to enjoy. The Library is open throughout the school day from 8.30 - 4.20 Monday - Thursday and 10.00 - 3.20 on Fridays.

Students are able to borrow up to four books at a time for up to three weeks. There is a wide range of up to date fiction and non-fiction books, audio CD's, DVD's, magazines, newspapers and encyclopaedias. There is also have a small stationery shop, photocopiers and computers for use at lunchtimes and after school.

## **PRINT CREDITS**

Each term students are allocated print credits. Once they have run out students are able to buy more print credits from the Library.

## **CAREERS OFFICE**

Students can investigate careers, training and education in the Careers Library located in the Eco Block.

## **LOCKERS**

Lockers in the Sixth Form Centre are available for at a cost of £10.00 (£5 deposit £5 cost) for as long as you need it. Please return the key to Mrs Grenney in Sixth Form when the locker has been emptied and you will receive your £5 deposit back.

Any lost key, misuse of lockers or other problems must be reported immediately to Mrs Grenney.

## **THE SENATE**

The Senate is a group of Sixth Formers who represent the views of Key Stage 5 students. They organise a number of extra curricular events throughout the year. It provides a valuable voice in the decision making process of the school.

**Head Boy, Girl and Deputies** are appointed each year by the Headteacher after consultation with students and staff. Their roles include: leadership, community liaison, fund raising, enterprise, marketing, events and pastoral support.

## **DRESS CODE**

Students are expected to dress in a manner appropriate to our working environment.

It is recognised that senior students have more scope to be individual in their dress. However, it is expected that they are not scruffy, and do not dress in a way which distracts them or others from their work.

The following bullet points are printed for guidance

- Appropriate dress for your subject
- We have traditional expectations such as, no extremes of fashion or excessive jewellery, modesty in choice of attire, don't dress for the beach, no hats indoors etc.
- Visible piercings or tattoos are not permitted however a clear bar is acceptable.
- Remember that in accepting a place at the school you accept the standards and expectations of the school.
- Flip flops must not be worn.

## **I.D.**

Sixth Form students will be issued with a sixth form I.D.. Students are expected to carry a clearly visible I.D. card at all times. Lost I.D.s must be replaced. There will be a charge of 50p for this service.



## **CAR AND MOTORBIKE PARKING**

There is no available parking for Sixth Form students on site.

If you choose to park your vehicle near to the school please do so legally and respect our local residents.

## **FIRE DRILL**

Please ensure that you are fully aware of the procedures in the event of a fire alarm (these are displayed in all rooms). It is imperative that you **always sign in/out** whenever you enter/exit the school site.

## **ABSENCE OF A TEACHER**

If a teacher is absent, a Cover Supervisor will (where possible) be assigned to your class. Normally work will be set and be done in the designated room. If you do not have a Cover Supervisor either the Head of Department or member of the Post 16 team will register you and pass you cover work set.

## **CHANGE OF COURSE**

If you are considering dropping a course it is essential that you speak to either Mr Sprenkel or Mrs Littler. You must continue to attend a course until a change has been formally agreed with Mr Sprenkel or Mrs Littler. A form will then be issued which must be completed by teachers, students and parents.

## **SMOKING OR VAPING**

Smoking or vaping in the 6th Form Block or outside the schools entrance and exit is not permitted or tolerated. If you wish to smoke you must sign out and **walk** around the local area. Students should not congregate in groups near local residences. If you refuse to adhere to these guidelines you risk losing your place in Sixth Form.

## **CAREERS INFORMATION ADVICE AND GUIDANCE**

Thorough guidance is given to students whether their next step is further education, higher education, training or a job, and it is up to students to make the most of advice available. Applying for university is normally made through UCAS (University and Colleges Admissions System) during the Autumn Term of Year 13. This follows detailed preparation during the second half of Year 12.

Students wishing to pursue apprenticeships or full time employment are able to benefit from attending a fortnightly group run by Mrs Littler and Mrs Rickard during Thursday lunchtimes in the Careers Office (located in the ECO Block). The group will start in the Autumn Term for Year 13's and January for Year 12's. The group will enable students to understand what key skills they require for the world of work and develop these skills further. The students will be supported in finding work experience, benefit from talks given from local and national employers and undertake mock interviews and much more.

## **WORK EXPERIENCE**

With an ever-changing world we feel it is essential for students to gain relevant work experience to develop their skill set and gain an insight into the job market. Some students can choose to do this on a regular basis, others may choose to find a week's placement during the school year. By the end of Year 12 we expect students to have undertaken some form of work experience placement. Please discuss work experience options with Mrs Littler and complete the necessary paperwork.

## **REFERENCE REQUESTS**

Confidential references are written in many situations when requested. These are not shown to the student, but the student may ask to see the reference when received by the recipient. Open references are written for UCAS and for some other requests. Students may ask to discuss their reference with the person responsible when it has been completed. The school's aim is always to write a positive and accurate reference thus enabling students to have the best chance of gaining an appropriate position.

## **CLEARANCE PROCEDURE (LEAVING)**

Most students leave at the end of the school year, but some move on to their next step mid year. Whenever a student leaves school it is essential to complete a Sixth Form Leavers Form. This ensures all school books etc. are returned, and it provides vital information for the records.

A Level's are a 2 year commitment with formal exams only at the end of Year 13. If you wish to leave at the end of Year 12 you must discuss this with either Mr Sprenkel or Mrs Littler by the December of Year 12. Some courses are taught in a way that might enable you to sit a formal exam at the end of Year 12 to gain a qualification however, this is not always possible with A Level courses.