

SUCCESSING TOGETHER



WELCOME

Welcome to those students joining us in Year 12 and those students returning for Year 13. We are delighted that you are joining us 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 presentation 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.

Miss Monelle, Beckie and Gem



Sixth Form Contact Details

Sixth Form Direct Line: 01752 495041

Miss E Monelle, Director of Post 16

Email: emonelle@plymstockschool.org.uk Tel: (01752) 495040

Mrs Rebecca Littler (BECKIE), Assistant Director of Post 16

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

Mrs Gemma Grenney (GEM), Post 16 Administrator

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



TIMINGS OF THE SCHOOL DAY

8:45-9:00	Registration in your Tutor room
9:00-10:00	Lesson 1
10:00-11:00	Lesson 2
11:00-11:30	Break time
11:30-12:30	Lesson 3
12:30-1.30	Lesson 4
1:30-2:00	Lunch time
2:00-3:00	Lesson 5
3:00	School Finishes



EXPECTATIONS

- You must be in school every day from 8.45am until 11.00am.
- If you have no timetabled lessons after 11:00am you are allowed to sign out of school. Registers can be found on the table outside of Miss Monelle's office.
- You must sign out if you are leaving school (after 11am) and sign back in on your return to school. You do not need to sign out at the end of the day.
- The privilege of signing out of school can be taken away from you if you if deemed necessary.



ROLE MODELS

- You are now in the sixth form and therefore the oldest students in the school – we expect you to set a good example to younger students.
- Follow the one way system.
- Speak to each other and younger students politely.
- Do not use your mobile phones around the school – you are allowed to use them in the sixth form block. When around school phones should be put away.



GCSE TO A LEVELS

- The step up from GCSEs to A levels/level 3 qualifications is considered to be the biggest jump in your education. If you work hard from the beginning it will make your life much easier!
- Hand all homework and NEA in on time. Check show my homework regularly and use a diary to manage your work and time. Do not leave tasks to the last minute.
- Use your study periods productively.



BE ORGANISED

- Ask for help whenever you are struggling with any piece of work or topic. Your teachers want you to do well so just ask them.
- Make sure you have all notes and textbooks you need for your lessons and bring them with you.
- Read around the subject whenever possible – you have chosen to study your subjects so should be interested in them! Read news articles or websites that are related to the topics as well as resources recommend by your teachers.



PART-TIME WORK

- You should not be completing any job outside of school if it interferes with your studies. You need to ensure you strike the right balance enabling you to prioritise your A Levels. If your priority is earning money you should be pursuing the apprenticeship route.
- You are not allowed to work during the school day even if you have study periods – IT IS ILLEGAL! If we find out you are working during school hours you will be jeopardising your place at Sixth Form.



GETTING INVOLVED

You have chosen to be part of Plymstock School Sixth Form, therefore we expect you to take part in certain activities within the school.

For example:

- Charity Events
- Open evenings
- Yr 12 Sponsored Walk
- Yr 12 Work experience week (July 2021)

YOU WILL GET OUT WHAT YOU PUT IN!



Sixth Form Opportunities

- Senate (student representation of the Sixth Form)
- Student Council
- Head Boy and Head Girl and Deputy Team
- Charity Week
- Sponsored Walk
- Sports Day
- Tall Ships
- Lessons from Auschwitz project
- Mock Law Trial
- EPQ (Extended Project)
- ▶ Volunteering inc.
- ▶ Open Evening Volunteers
- ▶ Subject Mentors
- ▶ Reading Mentors
- ▶ Learning Support Homework Club
- ▶ Work Experience
- ▶ Meal Time Assistants (Paid)
- ▶ Tutoring (Paid)

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.

Please see the list below for further guidance:-

- Appropriate dress for your subject
- We have traditional expectations such as, no extremes of fashion or excessive jewellery, modesty in choice of attire (no midriffs showing or short shorts), don't dress for the beach, no hats indoors etc.
- Tattoos are not permitted. Piercings are permitted however, a clear bar or small stud is preferred.
- Flip flops must not be worn.

Remember that in accepting a place at the school you accept the standards and expectations of the school.



STUDENT 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. **THIS IS FOR SAFEGUARDING PURPOSES AND IS NON-NEGOTIABLE.**

Lost I.D.s must be replaced. There will be a charge of 50p for this service.

If you sign out of school you will need to show your lanyard or wrist band when you return to school to be allowed back in – please be patient with being buzzed back into school as the reception area can be very busy at times! Do not be rude to the reception staff you are not their priority they are very busy.



VEHICLES ON SITE

CAR PARKING

There is no available car 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 SAFETY PROCEDURES

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. This will either be during registration (AM) or in the registers outside Ms Monelle and Mrs Grenney's Office in the Sixth Form Centre (During school day).

THIS IS AN ESSENTIAL PART OF OUR HEALTH AND SAFETY PROCEDURE. IF YOU DO NOT FOLLOW OUR SCHOOL PROCEDURES YOU RISK ENDANGERING STAFF AND FIREFIGHTERS (IN THE EVENT OF AN ACTUAL FIRE).

IF YOU DO NOT SIGN IN/OUT WE WILL CONTACT HOME AND YOU WILL RISK LOOSING YOUR PLACE IN SIXTH FORM.



TERM DATES

Friday 23rd October

Non-pupil Day

26th -30th October

Half Term

Friday 18th December

Last Day of Term – Early Closure 1:30pm

Monday 21st December – 4th January

Christmas Holidays

Monday 15th February – Friday 19th February

Half Term

Friday 2nd April – Friday 16th April

Easter Holidays

Monday 31st May – Friday 4th June

Half Term

Friday 23rd July

Last Day of Academic Year – Early Closure 1:30pm



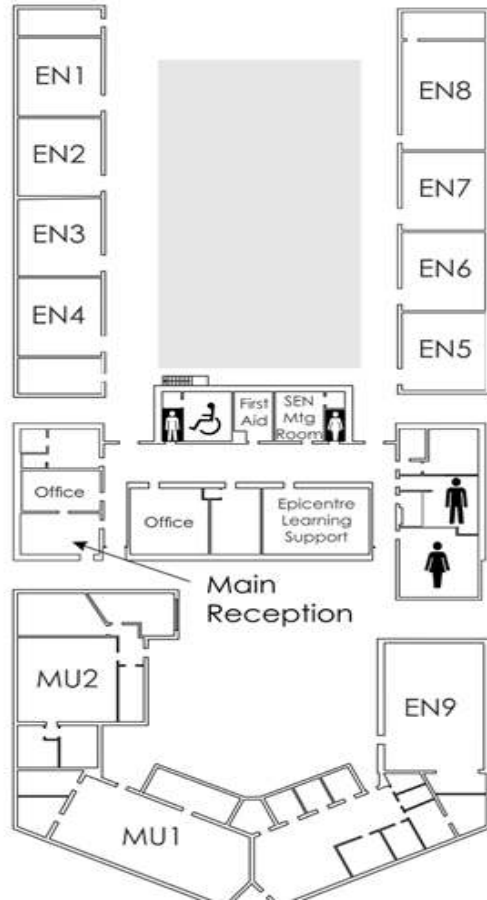


GROUND FLOOR

- Art
- Drama
- Dance
- ICT
- PE
- Technology

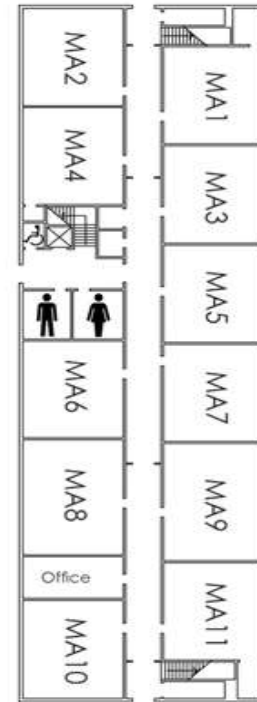


The Galley



GROUND FLOOR

English
Learning Support
Maths
Music
Sixth Form



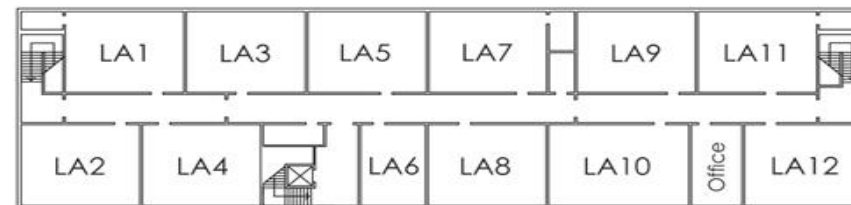
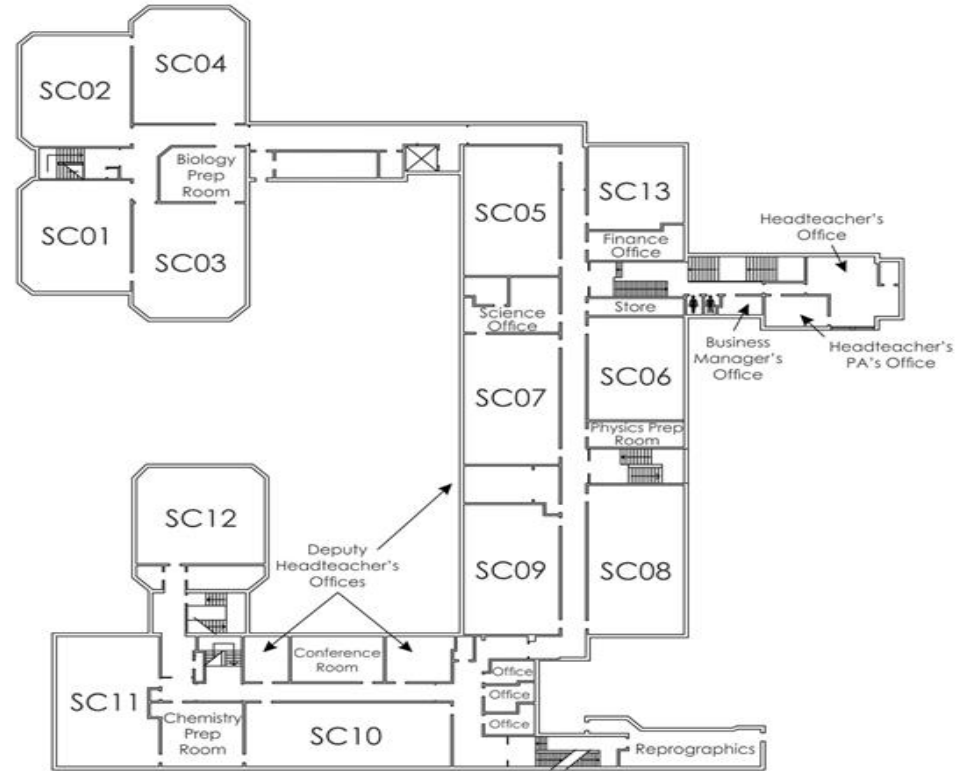
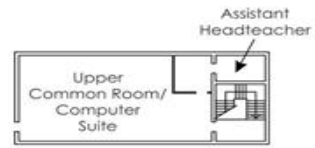
Head

Head



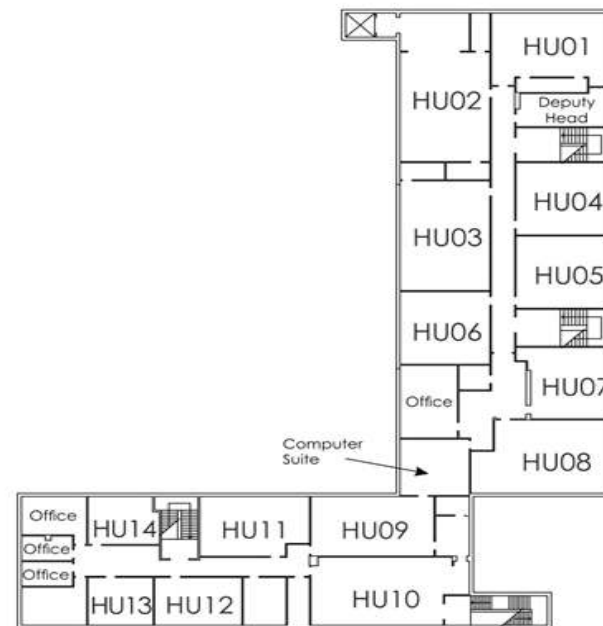
FIRST FLOOR

MFL
Science
Sixth Form

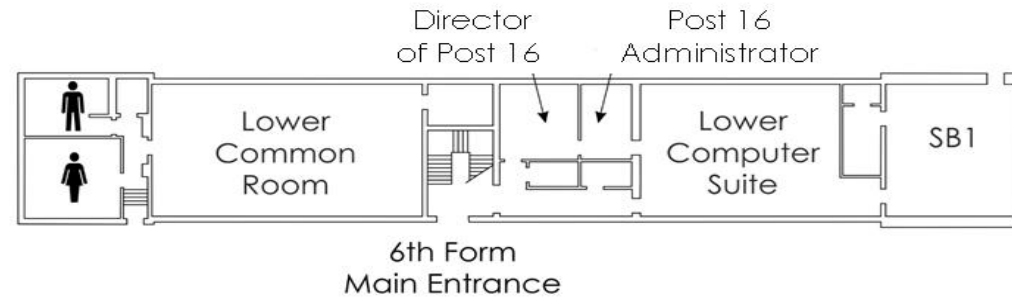


SECOND FLOOR

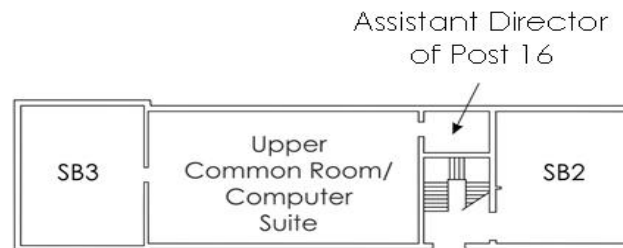
Geography
History
RS



SIXTH FORM



GROUND FLOOR



FIRST FLOOR



LEARNING CONTRACT

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** along with data collection forms have been sent home either via MyEd or post. Please read this paperwork with your parents/carers and complete and sign electronically (via MyEd) and submit or complete a paper copy and return to your tutor.

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

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 Miss Monelle, 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.



ATTENDANCE

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.
- If students are late they will be issued with a red card and be given a lunchtime detention. This will take place in the Sixth Form Centre supervised by Beckie.
- Students can use Sixth Form Centre during non-contact time.
- 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 students entitled to the 16-19 bursary will have to meet the bursary criteria (currently 95% attendance and good and excellent effort in all subjects)
- If a students attendance falls below 96% attendance (without a valid reason) they may be asked to pay for their examination entry.
- Any reference provided/requested will be linked to your attendance.



ATTENDANCE

RECORDING/COMMUNICATING ATTENDANCE AND ABSENCE -

REGISTERING AND TUTORING

Site Registration

1. **Site registration** is 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 3.00pm need not be signed out.)

Students who arrive late in the morning must sign in at the Sixth Form with **Mrs Littler (Beckie)**. Late arrivals should never go straight to lessons. Red cards will be issued for lateness.

3. If you are going home ill **you must inform** a member of the Sixth Form Team before doing so.



ATTENDANCE

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%.



REPORTING AN ABSENCE

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 or email Beckie or send a message through MyEd.



REASONS FOR ABSENCE

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



SIXTH FORM 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.

Post 16 Cause for Concern and Staging Process

Students whose participation or progress causes some concern to their teachers/tutor will be placed on the Post 16 Cause for Concern & Staging Process. This will happen if:

- There is a worrying level or pattern of absence in the subject/or registration
- Students fall worryingly behind with their work
- A student's attitude to work or behaviour in the classroom is stopping them or others from learning.
- The quality of a student's work is substantially below where we believe their potential should be.



SIXTH FORM INTERVENTION SYSTEM

Preliminary Stage

- If a subject teacher/tutor feels that a student is becoming a cause for concern they must email the student's tutor outlining their concerns (EMM & RCL must be copied into this email).
- The student's tutor will discuss the concern with the student and give them a chance to put it right. (The tutor will log this on the student's behaviour log on SIMS)
- If the cause for concern persists, the tutor/subject teacher will then initiate Stage 1 of the procedure, and advise RCL.
- N.B. Each stage of this process will involve an action plan being completed with the student, with targets and a review date being set. There will also be an electronic report on SIMS for Subject Teachers to complete. Each of the stages have consequences of increasing seriousness.



SIXTH FORM INTERVENTION SYSTEM

Stage 1

- Normally initiated by subject teachers or tutor – leads to fortnightly attendance printouts being sent home to parents, and/or a close eye being kept on the student by the tutor/subject teacher on meeting deadlines that have been set.
- Extra supervised study sessions may be added to a student's timetable. Timescales are set by tutors on a case by case basis, but are normally 1 to 2 weeks. A SIMS Electronic Report will be initiated for the duration of the stage by the Post 16 team.
- Failure of stage 1 means movement to stage 2.



SIXTH FORM INTERVENTION SYSTEM

Stage 2

- May be tutor/Head of Post 16/ Assistant Head of Post 16 led if the concern relates to a range of subjects – might lead to all absences needing parental approval, all unauthorised absences or late work being notified to parents directly and possibly to regular support being provided by tutor/Assistant Head of Post 16 and supervised study periods being timetabled until all work is caught up.
- This will also involve a compulsory meeting with parents and Teachers/Tutor/HOD/KS5 Manager/Assistant Head of Post 16. Timescales are set by tutors on a case by case basis, but are normally 1 to 2 weeks. A SIMS Electronic Report will be initiated for the duration of the stage by the Post 16 team.
- Failure of stage 2 means movement to stage 3.



SIXTH FORM INTERVENTION SYSTEM

Stage 3

- Will involve a meeting with the Head of Post 16, the Assistant Head of Post 16 and the student to which parents are expected to attend and a formal contract is drawn up – the consequence of failing to meet the terms of this contract will lead to the student's removal from the Sixth Form.
- Progress will be assessed on the basis of completion of relevant coursework and/or assignments on time and to the best of a student's ability.



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

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 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.

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

Mobile Phones and Headphones

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. **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 or headphones outside of the sixth form block 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

SUPPORT AND GUIDANCE

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

Staff include :

Personal Tutors

Director of Post 16 (Miss Monelle)

Assistant Director of Post 16 (Mrs Littler—Beckie)

Post 16 Administrator (Mrs Grenney- Gem)

Careers Advisor (Ms Linzell)

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 Miss Monelle or Mrs Littler on the contact details provided in the third slide.



SIXTH FORM CENTRE

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.

Kitchen: There are hot drink facilities with tea and coffee supplied (courtesy of the Sixth Form Team and Sixth Form Senate). There is also a toaster, microwave and fridge available for you to use. Students are responsible for cleaning the kitchen facilities. **If you wish to make a hot drink you will need to bring in your own mug which you must wash and take home with you. Any mugs or cutlery left in the sixth form area will be disposed of. If the kitchen is not kept tidy and clean it will be shut.**

Food : If you have pre-ordered lunch from the Galley it will be delivered to Ms Monelle's office. You will be able to collect this at lunchtime.

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 due to them being located in the science corridor.



STUDY FACILITIES

SIXTH FORM CENTRE

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).

If you have your own laptop we encourage you to bring this in for use during your study periods as our resources are more limited during Phase One of Return to School.

QUIET STUDY ROOMS

Unfortunately these are no available at present during the initial return to school phase. As soon as they are reinstated you will be notified.

THE LIBRARY RESOURCE CENTRE

Availability to be confirmed.

PRINT CREDITS

Each term students are allocated print credits. Once they have run out students are able to buy more print credits. Please see Beckie for more information.



LOCKERS

Lockers in the Sixth Form Centre are available for at a cost of £10.00 (payable on ParentPay) 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 £10 deposit back via Parentpay.

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

Any lost keys will incur a charge of £5.00



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. Everyone is welcome.



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 will be completed 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 Miss Monelle or Mrs Littler.

You must continue to attend a course until a change has been formally agreed with Miss Monelle or Mrs Littler.



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.



POST 16-19 BURSARY

- Year 12

If your household income falls below £25,500 you may be entitled to apply for a bursary to support you during your time in Sixth Form. Please see Beckie for the application forms and more information.

- Year 13

If you were eligible for the bursary last year you **MUST** reapply again this year it does not roll over automatically. Please see Beckie to collect the relevant paperwork.

If you didn't apply last year but believe you may be eligible please see Beckie to discuss.

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. Applications for university are 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. There are weekly UCAS help drop in sessions on Tuesday's after school in the Upper Common Room (September-January).

Students wishing to pursue apprenticeships or full time employment are able to benefit from attending a weekly after school drop in session on Thursday's in the Upper Common Room. The group will start in the Autumn Term for Year 13's and March for Year 12's. This will enable students to understand what key skills they require for the world of work and receive support with application processes.

N.B. The above will not begin until we are moving into our next phase of return to school. Beckie will notify you when the above after school support will begin. Beckie will email Year 13's regarding lunchtime support in the meantime.



WORK EXPERIENCE

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. We have a Year 12 Work Experience Week (July). If students have not already undertaken work experience they will be expected to undertake it during this week. By the end of Year 12 we expect students to have undertaken some form of work experience placement. Please discuss work experience options with Beckie and complete the necessary paperwork.



REFERENCES

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.



LEAVING SIXTH FORM

CLEARANCE PROCEDURE (LEAVING)

Most students leave at the end of their A Levels, however, 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 Miss Monelle or Mrs Littler by the December of Year 12. Some courses are taught in a way that may 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.



ENJOY

Be positive towards your studies and activities that we undertake in the Sixth Form – this will help you to enjoy your time.

If you are struggling with anything in school or outside of school ask for help. Beckie is not allowed to leave Sixth Form (!) so is always around to help; as are the rest of the Sixth Form Team, your tutors and teachers.

