



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 are joining us and we look forward to you being part of our Sixth Form community.

Our aim at Plymstock School is to provide a range of balanced curriculum opportunities. We wish to support you in reaching your full potential in a safe and happy environment. Each of you are a valued individual, whose goals reflect your own characteristics, qualities and aspirations.

As a community we foster high standards of behaviour, good relationships and a mature sense of responsibility – you are role models to the rest of the school. As Sixth Form students you are expected to meet your commitments in a manner which reflects your status as young adults, taking increasing responsibility for your own learning. We welcome fresh ideas and encourage your 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.

Beckie Littler  
Head of Sixth Form



# Sixth Form Contact Details

**Sixth Form Direct Line: 01752 495041**

**Mrs Louise Duff, Director of Sixth Form**

Email: [lduff@plymstockschool.org.uk](mailto:lduff@plymstockschool.org.uk)

**Mrs Rebecca Littler, Head of Sixth Form**

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

**Mrs Paula Andrew, Post 16 Administrator**

Email: [pandrew@plymstockschool.org.uk](mailto:pandrew@plymstockschool.org.uk) Tel: (01752) 495041



# Normal School Day Timings

<b>8:40-9:10</b>	<b>Registration in your Tutor room</b>
<b>9:10-10:10</b>	<b>Lesson 1</b>
<b>10:10-11:10</b>	<b>Lesson 2</b>
<b>11:10-11:40</b>	<b>Break time</b>
<b>11:40-12:40</b>	<b>Lesson 3</b>
<b>12:40-1.40</b>	<b>Lesson 4</b>
<b>1:40-2:10</b>	<b>Lunch time</b>
<b>2:10-3:10</b>	<b>Lesson 5</b>
<b>3:10</b>	<b>School Finishes</b>
<b>3:10-4:10</b>	<b>Twilight (if applicable)</b>



# 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, Dress Code, Attendance Policy, Intervention Policy** is read and signed electronically.

## 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 either the Attendance Referral System or the Subject Intervention System which will impose specific targets a student must adhere to in order to support achievement.

## ATTENDANCE AND REGISTRATION

Full **attendance** is a major key to success and students are required to adhere to our expectations. Your attendance will be monitored by the Head of Sixth Form, 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 full details of the attendance policy, please see the Sixth Form Guidance and Procedures booklet.

### **Attendance**

Full attendance is a key to success and students.

- Students must attend fully from 8.40am until 11:10am each day and attend all lessons.
- If students have study periods during 3, 4 and 5 they have permission to leave the site but **they must sign in /out** using the Inentry system. **We reserve the right to withdraw this privilege if students are not making suitable progress in their subjects or attendance falls below 90%.**
- Every progress report sent home will include the percentage attendance for each subject.
- All bursary students will have to meet the attendance bursary criteria (outlined in the Bursary Policy documents).
- Students who fall below 85% attendance for no valid reason may have to pay for their examination entry as they have not shown the commitment required towards their studies. You will be notified if this decision is made during the Attendance Referral System process.



## Site Registration

1. **Site registration** is to show students' presence or absence from the school site. It is essential for Health & Safety, and for organisational reasons.
2. **Year 12 and 13 students must attend fully from 8.40am to 11:10am each day which includes registration (including assemblies) and all lessons. If students have a study period during periods 3, 4, and 5 they have permission to leave the site.** Students must sign in/out using the Inventory system. If departure is at 3.10pm or after there is no need to sign out.
3. If you are going home ill **you must inform** a member of the Sixth Form Team before leaving school so the school records can be amended. **You are not to leave school without informing a member of the Sixth Form Team.**

## 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 student attendance, 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 evidence for all medical appointments.

Absence/lateness known in advance →	Inform Head of Sixth Form 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 <a href="mailto:rlittler@plymstockschool.org.uk">rlittler@plymstockschool.org.uk</a> or send a message through MyEd.

## 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

Duke of Edinburgh Expeditions

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

\* Discussions must be had with the Head of Sixth Form in advance for this to be approved.

**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 activity

Babysitting

Failure to get up in good time

Birthdays or similar celebrations

Shopping

Driving lessons

Completing work for another subject



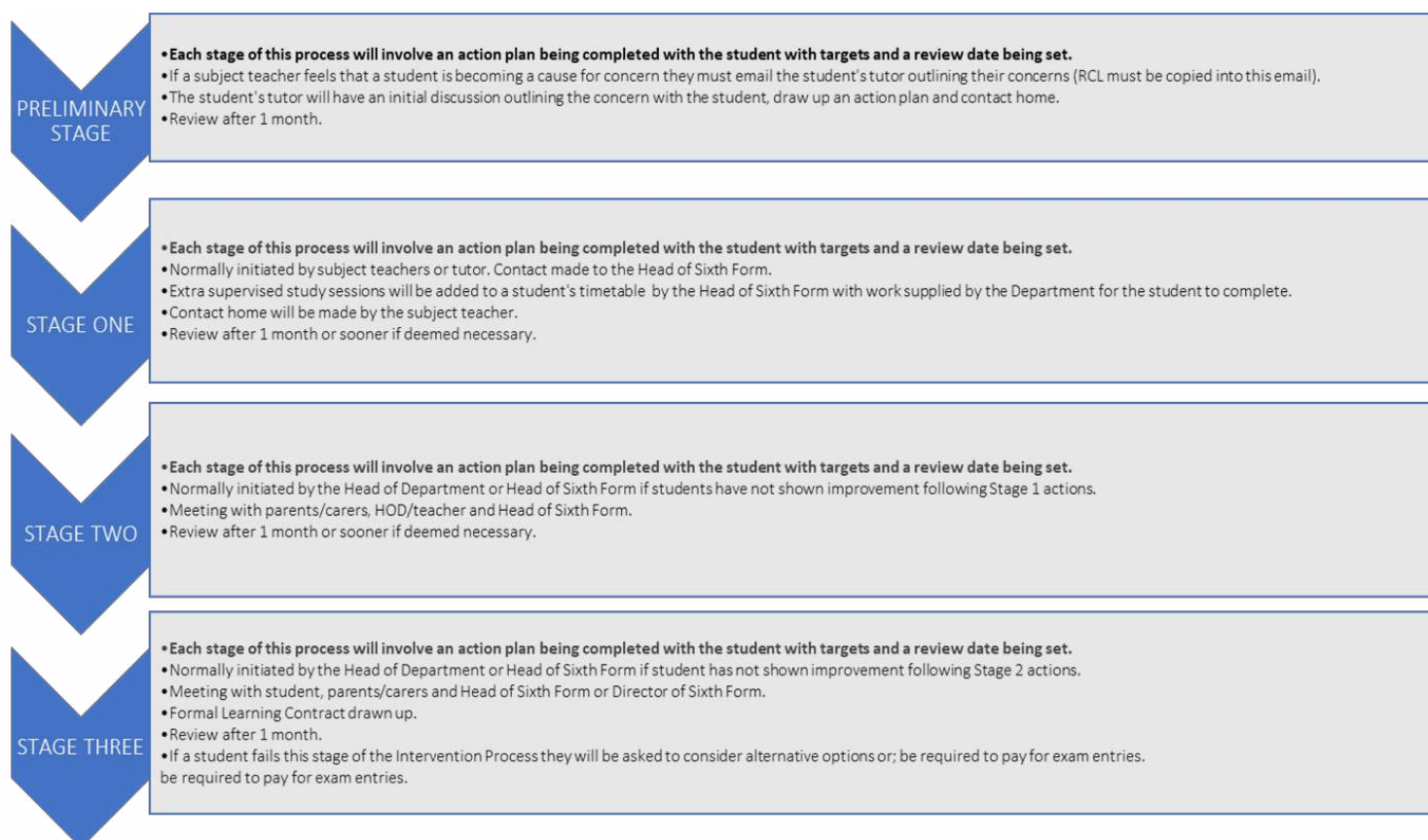
# Intervention System

The Sixth 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 Sixth Form Cause for Concern & Staging Process. This will happen if:

- There is a pattern of absence in the subject/or registration
- Students are not meeting work deadlines
- 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.



## Progression into Year 13

Progression into Year 13 is dependent on a multitude of factors i.e. behaviour, attendance, assessment results. A 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 exams undertaken in the Summer term.



# RULES FOR POST 16

- An ID badge is worn and visible at all times.
- Students are not permitted to leave the site until 11.10am and must follow the signing in/out procedure.
- Be Good Role Models
- Adhere to the attendance policy
- Adhere to the dress code

## **Mobile Phones and Headphones**

**Post 16 students are not to use their phones/headphones around the site-** the only exception is in the Sixth Form Centre. If you are seen using a phone or headphones outside of the Sixth Form Centre they will be confiscated.



# SUPPORT AND GUIDANCE

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

Head of Sixth Form (Beckie Littler)  
Sixth Form Tutors  
Director of Sixth Form (Mrs Duff)  
Subject Teachers

## PARENT SUPPORT

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

If parents' have any questions or issues they wish to raise with us or feel a bit out of the loop please contact Mrs Littler on the contact details provided in this booklet. Parents' can also keep up to date with information and event details on the Sixth Form page on the school website.

## 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, coffee and hot chocolate supplied. There is also a microwave and fridge available for you to use. Students are responsible for cleaning the kitchen facilities. Individual students are responsible for washing up any cups or cutlery used. **If the kitchen is not kept tidy and clean it will be shut.**

**Food and hot drinks:** may be brought 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**

In the Sixth Form Centre the computer suites are not normally used for lessons, so are a private study facility for Sixth Form students'. The other Common Room areas are available for private study or discussion. The Upper Common Room is a **silent** work area 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 Sixth Form Centre is busy. Therefore, we have allocated quiet study rooms throughout the school in which you can study in peace.

If you are using these quiet rooms you must follow the rules below:

- 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;
- If the room is needed for a class you will need to leave.
- Leave the classroom in a tidy condition.

Notices will be put up around the Sixth Form Centre 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.

There are computers for use during study periods (if they aren't being used for KS3 and KS4), lunchtimes and after school.

## **PRINT CREDITS**

Each term students are allocated print credits. If you run out of print credits please see the Sixth Form Team. The printers have page limits in place. For example, if a document is over 32 pages it will not print so you need to print in stages.



## **LOCKERS & KEY FOBs**

Lockers and keys fobs can be paid for via parent pay and organised with the Sixth Form Team. If you want a locker and/or a key fob this must be paid for via ParentPay before allocation.

When you come to leave Sixth Form you will need to return the key fob and/or locker key to the Sixth Form Team. You will receive any deposits paid back via ParentPay.

Any lost key fob, locker key, misuse of lockers or other problems must be reported immediately to the Head of Sixth Form.

## **THE SENATE**

We hold weekly Senate Meetings which anyone can get involved in. Senate serves as an aid to voice your options and ideas and get involved in Sixth Form life. Posters will be displayed advertising the date, time and place of the Senate Meetings. Everyone is welcome.

**Sixth Form Student Leadership Team** Students can apply to become a member of the Sixth Form Leadership Team in the Summer term of Year 12 once job descriptions have been advertised. A letter of application is requested followed by an interview process. The roles include: leadership, fund raising and charity events, academic support for KS3 and KS4, wellbeing, and diversity and inclusion. The leadership team will carry out their roles throughout Year 13.

## **DRESS CODE**

In Sixth Form students do not wear school uniform however, we hold the expectation that students dress in a manner appropriate to our working environment.

To ensure we can identify you as a member of the school, you must wear your Sixth Form lanyard at all times.

Sixth Form students are role models to students in Year 7-11. It is recognised that Sixth Form students have more scope to be individual in their dress. However, it is expected that you do not dress in a way which distracts you or others from their work.

The following guidance should be adhered to:-

- 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, no short shorts etc.



- Visible piercings or tattoos are permitted however we ask that tattoos are covered when walking around the school site.
- Footwear must be appropriate for walking around the school site. Flip flops must not be worn.
- Remember that in accepting a place at Plymstock School you accept the standards and expectations of the school.

## **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 £1.50 for replacement I.D. cards and lanyards. This is payable via parentpay.

If you forget your lanyard you can borrow one from the Sixth Form Team which must be returned at the end of the day. If a lanyard is borrowed and not returned you will be charged for this.

## **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. **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).**



## **CHANGE OF COURSE**

If you are considering dropping a course it is essential that you speak to the Head of Sixth Form or Director of Sixth Form. You must continue to attend a course until a change has been formally agreed.

## **SMOKING OR VAPING**

Smoking or vaping in the Sixth Form Centre or outside the school entrance and exit is not permitted or tolerated. If you wish to smoke or vape 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, an apprenticeship 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. There are weekly UCAS help drop in sessions on Wednesdays after school in the Upper Common Room (April-January).

Students wishing to pursue apprenticeships or full time employment are able to benefit from attending a weekly after school drop in session on Wednesday'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 application processes and what key skills they require for the world of work and receive support with applications.

## **WORK EXPERIENCE**

With an ever-changing world we feel it is essential for students to gain relevant professional work experience to develop their skill set and gain an insight into the job market. Some students choose to do this on a regular basis, others may choose to find a week's placement during the school year. We have an official Year 12 Work Experience Week in July. By the end of Year 12 we expect students to have undertaken some form of work experience placement. More information about work experience will be shared in the Autumn term.

## **OPPORTUNITIES**

There are a wide range of opportunities throughout Year 12 and 13. Bulletins are sent out regularly via email. Checking your emails should become part of your normal routine so you do not miss important communication.



## **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 Year 13, but some move onto their next step sooner. 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 our 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 the Head of Sixth Form 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.