

Highclare Sixth Form

Student Guide

STUDENT GUIDE

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HIGHCLARE SIXTH FORM

2011 - 2012

Dear New Student,

Welcome to the Sixth Form! You have survived your GCSE examinations, and hopefully you will be well rewarded for all that hard work. I am very pleased that you have decided to continue your education, and particularly that you have chosen Highclare Sixth Form.

Some very important changes take place between leaving Upper Fifth (year 11) and joining the Sixth Form. Firstly, you are here for the first time from choice! Your expectations will be different and the work is (at times), without doubt, more difficult. Secondly, I know how important these two years are, whether your aim is to find a job afterwards or move into higher education. My aim is to provide you with as much preparation as possible both academically and personally, and I hope that we can do this together.

Make the most of these two years. The more you are prepared to put in, the more you will get out. This Sixth Form Student Guide has been prepared to help you to settle in to your new surroundings. If there is anything that you need further guidance on, then please ask.

I hope you have a happy and rewarding experience during the next two years, and go on to fulfil your aspirations.

Yours sincerely,

*Mrs P.E. Embury
Head of Sixth Form*

AIMS AND OBJECTIVES OF THE SIXTH FORM

The main aims of the Sixth Form are to continue furthering the aims of Highclare School.

School Aims

1. To provide high quality teaching and to encourage independent learning and individual excellence within a secure and happy environment.
2. To motivate each individual learner to achieve her (his) full all round potential.
3. To develop the value of self-respect and self-discipline, alongside tolerance and respect for others and the environment.

Sixth Form Aims

1. To give students more responsibility in the organisation of their own study.
2. To encourage responsibility by allocating duties in connection with the smooth running of the school.
3. To develop a mature attitude to time management, teamwork and self-study skills.
4. To encourage participation in extra-curricular activities and enrichment programme.
5. To support students in their choice of career or place of higher education and progression to adult life in the community.
6. To encourage students to assess their own progress through the Sixth Form review process.

HOW:-

1. By the appointment of Head Girl, Deputies, and other duty officers.
2. By utilising free periods and encouraging the study rooms and library for self-study.
3. By allowing the use of the common room for eating, playing music and socialising.
4. By allowing Sixth Form to have some study periods set aside for 'private use' outside school providing the student has satisfied the requirements of good work practice.
5. By allowing Sixth Form to:
 - a. Sit on benches in assembly
 - b. Not wear school uniform (follow the agreed dress code)
 - c. To have the freedom to carry out investigations, research, and conducting studies using school resources for their own personal development.
6. By participating in induction training, General Studies and a tailor made programme of visiting speakers, seminars and challenging activities.

SIXTH FORM MANAGEMENT STRUCTURE

STAFF

Headmistress	Mrs M Viles
Head of Sixth Form	Mrs P Embury
<u>Year Tutors</u> L6	_____
U6	_____
General Studies	Mrs A Sargent Mrs P Embury + visiting speakers

STUDENTS

Head Girl / Boy:

Deputy Head Girl / Boy:

Sports Captain:

Senior Prefects for Junior School:

Senior Prefects for Senior School:.....

Senior Prefects for Music:.....

Senior Prefect for Computer Network:

Form Prefects: All Lower Sixth members *(See Job Description later in this booklet)*

SAFETY AND SECURITY

FIRE PRECAUTIONS

Common Room, A3.1 & A3.2

Make your way down the front stairs to reception and out of the main doors. You are then required to walk past Brisco building and go through the gates to assemble on the grass area at the rear of the school.

Move quickly and do not stop to collect any belongings.

Do not wait for your friends and do not stop along the way.



Second Floor rooms A2.1 – A2.7

Make your way down the stone stairs in the middle of the building and follow the route through the cloisters corridor and out of the building at the rear.

Fire drills are arranged from time to time simply to test that our response is effective. However, never take it for granted that all fire drills are false alarms

Because you have more freedom in the Sixth Form, it is even more important to take notice of the rules that have been put in place to ensure your safety. This is why we must ask you to sign in and out of the building so regularly. Everybody must take responsibility for finding out the procedures in each room they visit throughout the week. It is not sufficient to simply know the fire escape route from the common room. Please make sure that you acquaint yourself as soon as you start in the Sixth Form.

Smoking

This is absolutely banned on or in the vicinity of school premises.

SECURITY

The School premises have been fitted with security devices for your protection. The main front door may be used by Sixth Form members by using the security code number. A few rules must be observed.

- You should not give this number to anybody outside of school.
- Ex- Highclare pupils and friends from other schools are not allowed to enter the premises without first getting permission and must sign in as a visitor.

What if I am entering or leaving the main doors at the same time as a visitor?

You are not expected to take responsibility for vetting who can or cannot enter the premises. Politely establish their reason for the visit and pass them to the care of either the Receptionist or the School Office. Do not leave them unattended.

As long as you are courteous, people will understand the reasons for our precautionary measures. If you have any doubts, use the intercom yourself.

- Sixth Form members may also leave school from the Northway Building exit. The above rules apply here and you are also reminded that you need to sign out at reception before leaving the building.
- You should not use the exit door in the Brisco Building.
- You are welcome to stay in school to do work or use the library etc. but please let the office or a duty teacher know that you are intending to stay late and where you will be.

DRESS CODE

***Editors Note: This page to be
The same page as currently used in the Parent
Information Folder***

Filed: on X Drive – Uniform Lists

BEING 'IN SCHOOL'

The school day for Sixth Form is 8.30 a.m. to 4.30 p.m. with six timetabled lessons per day.

It is so important to get the most from both your 'contact time' as well as 'study time' Our aim is to SUPPORT your learning and we know that towards the end of Sixth Form, you will benefit from not only having full attendance, but also making use of the environment that encourages your own self-learning strategies. We have therefore adopted some guidelines for you to follow, some of which are necessary legally, and must be followed, and some of which are to encourage you to take a mature and responsible approach to your studies.

Registration

Registration still has to take place in the Sixth Form as it does in the rest of the school, so you need to be in the common room before 8.30a.m.(registration is at 8.35 am.) and 1.15 p.m. for registration at 1.25 pm. If you have a regular duty or early lesson which means that you cannot get to the common room in time, your year tutor will know in advance but they must still record that you are in school for safety reasons. Please leave a note in either Mrs Embury's, Dr Edwards' or Mrs Sargent's pigeon hole to indicate arrival or make sure that the person on Reception is aware.

If you are late

If you have missed registration, then you need to sign in and inform the receptionist (or someone in the main school office) to let us know that you have arrived. She will cross you off the list of phone calls she has to make to inform someone at home that you have not arrived at school. Apart from this being a legal requirement, we always want to make sure that you are safe on your way to and from school.

If you are ill

You should let the school know as soon as possible by telephone (i.e. before 8.30 a.m.) as we cannot assume that you are ill if you don't turn up for school. If you, or someone on your behalf, cannot get through straight away, then it may be possible to send a text message to a reliable friend who can let Mrs Embury know. This, however, still needs to be followed up by an 'official' phone call to the office as soon as possible and a letter signed by your parent/guardian on your return.

If you need to make appointments for during school time

For 'non-urgent' appointments such as routine doctors appointments, dentist, etc. we would always ask you to attend out of school hours. Most practices are happy to fit you into late afternoon or even Saturday morning appointments if you let them know in plenty of time. However, should you need to see a consultant in a hospital for example, there isn't always the same flexibility and you should let your year tutor and appropriate teaching staff know of your arrangements in advance. There is a supply of blue forms for completion in the common room. Each subject teacher should be given this notice as soon as you know that you will be missing a lesson, as well as, of course, your year tutor. We would ask you to use your discretion so that unnecessary time off is kept to the absolute minimum.

(Learning to Drive - Driving lessons should be in your own time but sometimes your theory test or main driving test may have to be taken during school time. Please let Mrs Embury and subject teachers know well in advance if these have been arranged during school time-and good luck with both!)

Do I need permission just to pop-out of school?

If you have to go out during the day because of an emergency, then please obtain permission from Mrs Embury\Dr Edwards or Mrs Sargent.

Lunchtime

Unless you have a lesson at lunchtime, are involved in enrichment or extra curricular activities or there is a visiting speaker, you are free to go out of school.

If you have a lunchtime lesson, then the nearest free period, either side of lunchtime may be considered your lunch hour, and you may go out without obtaining permission.

Again, please don't forget the signing in/out register.



THE COMMON ROOM- YOUR HOME

What is available for my convenience?

KITCHEN

Please note where the fire extinguisher is situated.
If everyone follows these very simple rules, then a dreaded 'rota' will not be necessary.



Fridge/Microwave

If you put anything in the fridge, you are responsible for taking it out **before** it contaminates other people's food. Please remember that fridges can be dangerous places if not used properly. Every half term, the fridge must be emptied and wiped out. Please make sure that you clean any spillages and always keep the door closed.

Kettle/Toaster

Make sure that these are treated safely at all times and leads kept out of the way. Appliances should be switched off when not in use.

Sink Area

It is everyone's responsibility to wash their own used utensils. Cleaning staff will **not** do this for you. If dirty crocks are left in the sink because you didn't allow yourself time to eat and wash up, then you will be asked not to bring food up to the common room in future.

STORAGE

Individual lockers

At the beginning of Sixth Form you will be allocated a key for your own private locker. Valuables **MUST** be locked away during lessons. Keep bags and wallets with you at all times if they are not kept in your locker. We cannot be held responsible for security of personal items and we strongly advise against bringing high valued items, or money in excess of your daily requirements, into school.

Shelves/under chair boxes

It is appreciated how much space is required for all your books etc so make sure you claim a box and put your name on it. Shelves should be kept as tidy as possible. Clutter may be thrown out by the cleaners. You are responsible if your work goes missing so make sure that your box contains only your work and nobody else needs to 'rummage' through your belongings.

HYGIENE

Waste Bin

Both sections of the common room have their own waste bins. Everyone is responsible for disposing of their own waste. Cartons, plates or bottles left on the floor will not be tolerated. It is not fair on your colleagues and it is also a health risk in attracting vermin. Cleaners are asked to 'clean'. This does not include moving plates, cups etc. Nor will they put rubbish/litter in bins. That is your responsibility and everyone must work as a team.

Waste Paper

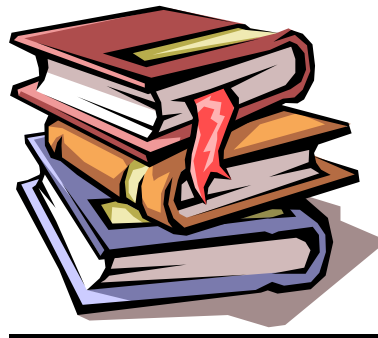
A bin is provided for re-cycling all paper material. Please use it.

NOTICE BOARDS

The Main notice board is situated on your right as you enter the common room. All notices that relate to both lower and upper sixth will be put here. Other notices will be in each respective area. Please check for new notices regularly.

UNIVERSITY LITERATURE

Current editions of each University Prospectus are on the shelf above Upper Sixth seating. (In alphabetical order) If you use one, please make sure it is returned to its place as soon as possible so that other members of the Sixth Form have access to it. Periodically, institutions send through brochures about specific courses and these will be placed on a rack outside the common room.



ROTARY FANS

Please ensure that these are used safely, making sure that guards are on at all times and electric cord is tucked well away

ACADEMIC RESPONSIBILITIES & ASSOCIATED PRIVILEGES

What are my academic responsibilities?

If you are to achieve your potential, we must work together. You must be in no doubt of your responsibilities towards the staff and to other students. You are not merely a recipient; you are a major contributor to the quality of your educational provision.

You are expected to take responsibility for the amount of work necessary to study for 'A' levels as well as take an active part in the smooth running of the Sixth Form and the School.

- You are expected to attend all scheduled activities arranged for your benefit, such as lessons, sessions with your tutor, trips or courses. You are also expected to attend any meetings that have been arranged involving the Sixth Form for your own personal development. This may include a variety of events, for example such things as where guest speakers have been invited into School, taking part in House Festivals, and Enterprise Activities.
- You are expected to meet agreed deadlines for assigned work (see separate Academic booklet). If you are unable to meet deadlines because of illness, you should inform the staff concerned as soon as practicable.
- You are expected to observe common courtesies to teaching, ancillary staff. (ie catering staff, cleaning staff, accounts and maintenance) and visitors.
- You are expected to be a responsible member of the Sixth Form and at all times, setting a good example to all other pupils in the school and observing the rules of the school in relation to your health and safety and the health and safety of your colleagues.
- You are expected to manage your time so that you arrive at lessons promptly and respect the daily schedules set to help the school run efficiently.

Providing the Head of Sixth Form, your personal tutor and your subject teachers are in agreement that you are complying with these expectations; you will be able to enjoy the privileges that Sixth Form members are entitled to that other pupils are not.

Can I go home if I have no lessons?

The policy allowing you freedom to time off school has been designed to link the promotion of good work patterns with gradually encouraging an independent learning attitude over a two year period. Experience shows that too much free time at an early stage leads to a total imbalance. We prefer to 'phase in' freedom so that you become fully prepared to manage your time and don't risk under-achieving in the early days. The following guidelines should help:-

Year 1

- **September – October half term**

Full attendance in school except at lunchtime, when not involved in extra curricular activities or prefect duties.

- **October half term – July**

Your personal tutor and your teachers will assess whether you are keeping to deadlines and progressing according to your ability. If there is no cause for concern or adverse comments, then you may go home at 3.30 pm on days when you have no period 6 lessons. Time may also be used to carry out community activities and this should be arranged with your personal tutor.

Year 2

- Subject to the assessment carried out in L6, you may leave at 3.30 pm as above. This still requires you to be present for both morning and afternoon registration and it must be the same time off each week. You should use this time productively, carrying out research, visiting the library, etc. or involving yourself in community activities.

- **Easter to the end of Year 2**

You should now be able to organise your own study schedule to accommodate lessons, homework, revision etc. If you propose an alternative schedule, then please see your personal tutor about this.

Can I still carry on with PE and Sport during school time?

You are expected to join sports and / or IT lessons. Please speak to Mrs de Sousa-Bartlett or your Sports Captain or Mrs Geddes about these arrangements.



All of the above depends on a mature approach and how well you are working. Everyone is different and some students can handle freedom much better than others. It is not a failing if you need a little help. If it is considered at any time that you require more support in reaching your potential grades, then it may be appropriate to spend more time in school where you can get back on track. Therefore it is better to look upon freedom in the Sixth Form as a privilege, rather than the lack of it being a penalty.

COMMUNICATION

Good communication helps you to feel confident and iron out any queries before they become problems. We need to communicate with each other regularly and there are obviously times of the day when this can be done quite easily.

From the Staff to You

Registration/Form Time and Assembly

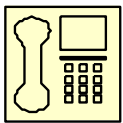
This is a time where all the staff and pupils are together, and it is often used to advise you of important notices. This is a good reason for you to always make sure that you are in school on time. Assembly is also used to announce any wider issues to the larger group. Sixth Form briefing is scheduled for half an hour each week. Please make sure you are present at this time but if you are away, ask one of your colleagues to take notes for you.

Pigeon Holes

Situated outside Head of Sixth Form's office, your individual pigeon hole is to get messages to you quickly. Teachers may wish to return work to you or advise you of something for the next lesson. You should always glance to check if there is anything in your pigeon hole on your way to or from the common room. It is also not advisable to leave messages in your pigeon hole once you have read them.



Telephones



There are telephones in each classroom, and if a teacher is present, then they will answer the telephone. You may answer it if there is no teacher present. You should answer the telephone in the common room but not make calls to other departments unless you are asked by a member of staff to do so. (You may be interrupting their lesson and they will not appreciate calls from Sixth Form members or indeed staff unless it is vitally important). You cannot make outside calls on these phones. Ask Mrs Embury, Mrs Sargent or Dr Edwards if you need to make a call.

Who can I ask?

First of all, you should consider what kind of query you have and who needs to deal with it. Is your query one that affects you or a larger number of people? Some suggestions below may help you to get a quicker response.

Head Girl/Boy

Daily issues that arise in the common room regarding such things as changing school rules, dress code, social events, school dinners etc. are all better channelled through the School's Council. Taking your question directly to Headmistress or Head of Sixth Form will definitely not guarantee you a quicker response. Ask the Head Girl/Boy about what procedure should be taken to draw attention to your concern.



Year Tutor

Your Year tutor is there to support you and will see you at set times throughout the year to discuss your progress. They will talk to you about how you are managing your time, attendance, work ethic etc. They will also be available to talk through individual matters with you as and when they arise and you need to ask them when the best time is to see them. We hope that the relationship that you build up with your personal tutor is one of friend and mentor.

Your subject teacher



If they don't have a permanent classroom where you can contact them, they have pigeon holes too. Wait outside the staff room and ask a member of staff to put a message into their pigeon holes.

Mrs Embury or Year Tutor

If you need to speak to one of us privately, say so! If something is important to you, then we need to know. (Remember though, that we also have a timetable, so if it is two minutes before a bell, then you may not get our full attention if we have to go off and teach.) We may suggest a more suitable time and this is because we want to deal with your concern seriously and allow sufficient time to deal with it properly.



Mrs Viles

Informal meetings

Mrs Viles tries to see all Sixth Form students informally throughout each term. This is an opportunity to talk to her openly and she encourages you to air your views on a range of topics, both personally and collectively.

Individual matters

Individual issues taken directly to Mrs Viles, usually entail a lot of time spent 'fact finding' before she can deal with the matter. Very often, individual problems can be dealt with efficiently by talking it through first with either your tutor or Mrs Embury. If it is still necessary to see Mrs Viles personally, an appointment should be requested through her secretary.

Remember!

If you go through the proper channels that have been set up specifically with Sixth Form issues in mind, then a speedier and more successful outcome is usually achieved.

SUBJECTS

You will already have read the Sixth Form Subjects booklet and attended an 'Introduction Day' where you met your new teachers. Some of your chosen subjects may be new and some may be an extension of subjects you did for GCSE. It is very important that you enjoy your subjects so that you can adjust to the new level of study and develop good learning strategies.

You will probably have started by choosing four subjects for AS and your personal tutor is there to ensure that you feel comfortable with your workload. There are many ways that we can help you adjust so please do not suffer in silence.

How many hours will I be studying for?

You have the following set hours for lessons, while your free periods are to be used for 'private study'.

Lower Sixth

4 x AS - 5 hrs each 20hrs
(including ½ hour each week per subject independent study)

1 x General studies 1 hr
1 x PE or IT 1 hrs

Upper Sixth

3 x A2 - 5 hrs each 15 hrs

1 x General studies 1 hr
1 x PE or IT 1 hrs



(Occasionally, you may be the only student studying a subject. The total hours per subject may be up to one hour less as a result of the one-to-one contact.)

Study time should be used in a study room or library. It is definitely not advisable to sit around the common room chatting. Guidance on how to use this time wisely will be included in your induction programme, and there will be timetabled study periods which will be supervised.

Is General Studies compulsory? (Lower and Upper Sixth)

You have the opportunity to sit both AS and A2 General Studies during Sixth Form. This will not be as time consuming as your other A level subjects, as there is limited 'studying' and 'revision' that you can do. It is very general in its nature and attending these lessons, provides you with an excellent opportunity to broaden your general knowledge. The qualification represents the same tariff points as your other A levels so we recommend that everyone takes at least AS.

If you decide to go on to higher education, you can check to see if the university you have chosen will accept A2 General Studies as well as your other main subjects. If not, you may decide to just be entered for AS although you may still continue to attend your General Studies lesson each week. Should you want to decline the opportunity to take A2 General Studies, you must speak to your tutor as well as supply school with a letter of confirmation from your parents.

What if I want to change my options?

Lower Sixth

It is a difficult decision when you are in Fifth Form to choose subjects for 'A' level. However, the timetable has to be set well in advance of the September term so that we can ensure that your subjects will be available. If you change your mind, early in the term we have to look at a number of factors before you can switch to another subject. Firstly, it may impact on the numbers in a class; secondly, there may have been vital work that you have missed which would make it impractical to change. Thirdly, it is important to establish the reason for your change. You will need to speak to Mrs Embury as soon as you can so that she can speak to the relevant teachers about this change.

Upper Sixth

You will have been asked in Lower Sixth to make a decision about which subject you will choose to drop at AS. For similar reasons as explained above, Mrs Embury will try to help you if at all possible. Speak to her as soon as you can so that she can look at all the other factors affected by your change.

ASSESSMENT

Assessment is a two-way process and you should make a point of assessing your own progress regularly and comparing it with what your teachers say. Don't wait for your official report; you need to be in control of setting some personal targets. Your personal Tutor will discuss this with you.

How often will I get written feedback?

Year 1

October (interim only)

December (full report)

May (full report)

Year 2

September (internal only)

November (internal only)

December (full report)

April (full report)

Students' and Parents' Evenings

In Lower Sixth, your parents are invited to discuss your progress with your teachers in March and in Upper Sixth, in September. You or your parents are welcome to make a separate appointment at any time should any concerns arise.

Teachers Concerns Form

If one of your teachers feels that you are not reaching your potential for any reason, then we need to 'take stock'. It doesn't mean that you are doing anything wrong; it simply means that they think more support may be required. The first thing that is done when Head of Sixth Form receives a request, is to ask your other teachers to see if it is a general pattern or if it is just one subject that is affected. You will also be asked to contribute your feelings along with any comments from your personal tutor. This way, we can see the whole picture and try to respond quickly. You should not take this as criticism in any way, we simply need to identify where we can help you achieve your best.

What if I have a concern?

You need to speak to your individual teacher. Never feel that you can't ask for help. All teachers will help you as long as they know that you have tried first. Tell them where you are finding something difficult or what it is that is concerning you. It is always best to speak to them before you begin to feel less motivated in your lessons. Never worry that they will tell you off, we are here to see you achieve!

EXAMINATIONS IN SIXTH FORM

Of course one of your main aims in Sixth Form is to leave with good examination results. Regular testing and interim assessment will probably be familiar to you by now and this continues in each subject throughout the two years. An added benefit may be the opportunity to take modular exams during the year. So that you can differentiate between ‘trial’ and the real ones, we will call them ‘internal’ and ‘external’

Internal - those tested by your teachers and the results not forming part of the over-all qualification.

External – those that are set by your examination board and may go towards your over-all grade.

Some of the differences between AS/A level and GCSE are:-

1. ‘When’ you take the examinations; and
2. If you choose to count them as acceptable levels of achievement.

The benefit of sitting external modular examinations is that once you have achieved your grade in that module, you can ‘bank’ it and concentrate on further modules.

When will I have examinations?

The boards set their examination periods in January and May/June.

Depending on each subject, your teacher will recommend whether to sit an external modular examination in the January sitting or whether to leave all modules until the later sitting. If you are not entered for external assessment, then you will almost certainly be set a ‘mock’ under examination conditions

just like when you were taking your GCSEs. Which ever, your first examinations will be in the January after you have started Sixth Form so you should take these seriously; **you must try to revise as you go along. Revision is an on-going process and you may under-achieve if you leave going over past work until your study leave starts.**



What study leave can I expect?

You will be advised if there is official study leave about 4 weeks before the examination period, but generally, for Upper Sixth internal and external exams, there will be one designated week. Normal lessons will be suspended during this period unless you specifically ask to attend for revision purposes. Lower Sixth only have official study leave for the summer examinations. Please note that study leave is not guaranteed. (For example, a whole class’s exams may be on the first day of an examination period and your teacher may then wish to resume lessons earlier). Sometimes, those taking Applied subjects will still be required to attend lessons as some of their assessment is through the completion of portfolios and attendance of these lessons must be negotiated with the individual Applied subject teacher.

If you have an examination that is outside the normal study leave period, the following applies:-

1. If your examination is on a Monday, then the weekend will be counted as study leave. For all other days, morning examinations **do not** entitle you to the whole of the previous day off, and afternoon examinations entitle you to that morning off only.
2. If your examination is in the morning, then normal lessons should be attended afterwards. You should always talk to your individual teachers about the arrangements and if work is missed when normal lessons have resumed, then it is your responsibility to catch up.

What if I don't do as well as I had expected in my modular examinations?

There is of course a cost implication. The school has to pass on the charge made by the examination board to your parents for each modular examination you take. So the more examinations you sit, the more costly it is. Technically though, you have the opportunity to re-sit a module if you and your teacher feel that there is a realistic chance of increasing your grade.

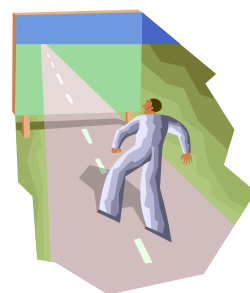


However, you should not adopt an attitude of anticipating re-sits. Once you have taken your modular examination, you should consider it finished and get on to the next.

In Upper Sixth, you will need all your effort and concentration for the A2 syllabus and we do not account for valuable lesson time being spent on re-visiting AS modules unless it is necessary for A2 examinations.

WHERE WILL SIXTH FORM LEAD TO?

By now, you will have had some 'careers advice' and may or may not know exactly what you want to do as a career. Many people don't decide until they are much older than you are so don't worry if you are still feeling unsure, you are not on your own! However, there are good reasons why you have chosen you're 'A' level subjects so during Sixth Form, you may develop your likes and dislikes further and this may help you form a pattern to follow. Don't give up by saying 'I just don't know' – continued research is necessary and keep a list of things that are important to you, you may decide by a process of elimination of the careers you definitely would not want to do.



Where do I go for careers advice?

There are a number of places and things you can do to continue the process.

Careers Library - The careers library is situated on the first floor by the main library.

Mrs Watson - She should be able to direct you to the best source of information to gain current data.

Associations - Most professions have their own Association, Institute, Society, Council etc. They could be very helpful.

UCAS – visit www.ucas.com – not just for university applications. Try the Stamford Test.

Subject teachers – Teachers will be able to direct you to the types of careers within their own field of study. Ask them to look out for you.

Personal Tutor – You need to talk to your personal tutor about your aspirations. They will encourage you to consider your personal strengths and skills based on what they know about you as a person.

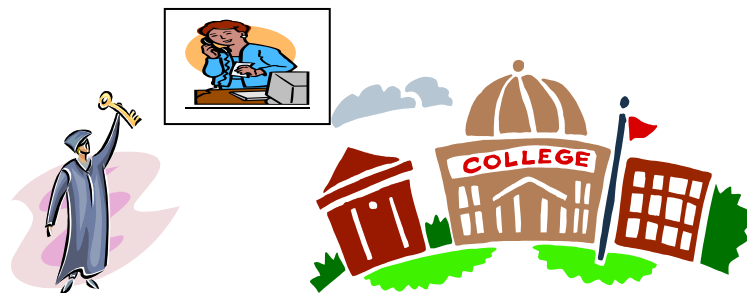
Networking – Talk to a member of your family, their friends, neighbours. There are always people who are only too pleased to help if you are keen enough to enquire. If they don't know, they can very often point you in the right direction. (It actually makes them feel very important!)

Mrs Embury – Like Mrs Watson, Mrs Embury has access to information from the most current publications and can sometimes suggest some way of arranging work-shadowing. She also holds a variety of books containing the entry requirements for certain occupations and particularly if you need to go through higher education first. All university applications will go through Mrs Embury.

Visit to Aston/Birmingham University – Every year a selected university holds a convention for many HE institutions from around the country. Dates will be confirmed to you after the Sixth Form Parents' Evening in March.

Designated time for careers and counselling - During the weeks in L6 leading up to summer holidays and the first weeks of the new Autumn term in U6, help and support is available and time set aside to help with writing personal statements, conducting research and signposting to further careers services.

JOB, COLLEGE OR UNIVERSITY?



Obviously this will largely depend on what you have found out from the above. There are very good reasons to choose going to university, for example, higher earning capacity and better long term prospects. If you still don't know what you want to do long term, this is probably an even better reason for you to continue with your education. Pick a course that is broad enough to apply to a wide range of occupations but will confirm your motivation and academic ability to a prospective employer. Remember, though, that university is not always suitable for everyone and you should not be pressurised into doing something that you really don't consider is for you.

When do I have to decide?

In March, Lower Sixth have a parents evening and the first part of this is spent talking to you and your parents about some of these issues and particularly explaining the process of applying for university places. Nothing definite needs to be done yet so you can concentrate on getting the highest AS grades possible as an indicator of what entry level to consider.



Between September and January in Upper Sixth, if you have chosen the higher education route, you will need to put in your application to UCAS and wait for the university or college to offer you a place. The sooner you apply, the better, so if it can go before October half term, you may stand a better chance of getting the offer you want. (If your application is to Oxbridge, for Medicine or Veterinary College, it has to be submitted before 15th October).

Mrs Embury, and your Sixth Form tutors will help you to prepare your application and full details will have been given to you in a booklet in March.

How will I choose a University?

The best way to choose a University is probably by visiting them on one of their open days. Obviously this may mean that you have to miss a day from school so if you are applying to five universities (which is the maximum you are allowed to apply to) you could be missing a lot of very important lesson time. We have some guidelines for you to be aware of to avoid unnecessary disruption.

1. Try wherever possible to take advantage of open days during holidays, and some are on a Saturday. Only go to those that are of genuine interest and the required entry grades are realistic.
2. Consider whether it is necessary to visit all of them before you apply or wait until they have offered you a place. You will be asked to fill in a date's list in the common room.
3. Is the open day specific to the subject you wish to study or the university generally? Most offers are accompanied with the subject specific dates so you may consider a second visit on your final two choices.



Discuss with your subject teachers what work you will be missing and make sure that you catch up before your next lesson. Don't forget to complete and hand in to each subject teacher a blue absence form for lessons you will miss. Remember, the more school you miss, the harder it is to get those high grades.

OTHER THINGS WE DO IN SIXTH FORM

Sixth Form offers you many opportunities outside pure academic life. It is not always compulsory but you have the opportunity to acquire strengths and skills that can ultimately be used for your benefit. They are what will set you aside from other people when applying for jobs, writing personal statements and your over-all development of responsibility and communication.

Community Work

Although this is not compulsory, it is highly recommended. It is an excellent opportunity for you to broaden your experience in the outside world as well as offer help to people where it is needed. We have contacts with local organisations that very much value the support young people can offer. Eg. Local schools may want you to help with an art class. Good Hope Hospital may want some help serving the teas. You may choose to use your own time or one/two of your free periods each week to offer help to a range of contacts the school has. Many students have continued their help in Upper Sixth as well as Lower Sixth because they have found the experience so rewarding. Mrs Embury and your form tutors keep a list of contacts and you should indicate what sort of help you would be willing to offer.

It is important that you are consistent. As they rely on you turning up, they do not want you to turn up one week and not the next. (An exception would be during exams) However, it is a very rewarding and worthwhile experience.

Positions of responsibility

Sixth Form members have certain tasks allocated to them for the benefit of the school and its younger pupils. e.g. performing assemblies, Christmas Pantomime etc. Everyone will be expected to take part in these activities. Lower Sixth are also asked to become Form Prefects and your responsibility for this will largely be at the request of the Form Teacher you are assigned to. A basic job description is included in this guide and posted on the Notice Board. You may be asked to perform different tasks according to the form teacher's individual requirements, as well as progress the Seal. Upper Sixth - You may wish to be considered for a 'Senior' position of responsibility during your Upper Sixth year and job descriptions of each position are available. Positions are allocated partly by recommendation so how responsible you have been as a form prefect will be taken into consideration along with your general character and reliability in other tasks. A letter of application will be required around January/February of Lower Sixth, for consideration of particular roles.

External Projects/Workshops

A number of projects are offered each year by various organisations and most are highly recommendable. They are usually related to your subject although some are more general. If events clash with your timetable, permission for leave must be obtained first. Each case will be considered individually to ensure that the reason for your leave is necessary and justifiable. Most organisations are aware of the School calendar and will avoid term time being used. Speak to your personal tutor or Mrs Embury about this.

Sixth Form Assemblies and SEAL

Sometimes members of the Sixth Form will have the opportunity to prepare and lead an assembly. You will be given a theme and guidance on how to make it interesting. A rota is drawn up so that you have plenty of time to prepare. You will not have to take part on your own; it is usually done in pairs or more if preferred. It is important that this is prepared well in advance. If you need help with finding suitable material, please ask Head Girl for guidance.

You are also expected to play an active roll in the delivery of the SEAL programme. Training will be given in advance and most students gain confidence and fulfilment from this activity.

Extra hands needed for running school events.

Some events are compulsory for Sixth Form Students, these include:

- Open days – These are held on Saturday mornings (24th September and 3rd March, 9.30 – 12.30)
- Speech Night – 11th November 2011 (7.30 pm)
- Carol Service – 13th December (6.30pm)
- Tours for 11+ candidates and parents – these take place during the weeks commencing 30th January, 6th February and 12th March.

Other school events - In addition there are other events and responsibilities such as swimming galas, school concerts, showing parents round school at other times, etc.

A diary of events will be posted up on the notice board and you are encouraged to volunteer help where you can. It is not fair if the same willing people are always called on to carry out school duties. As well as helping the school, these are good opportunities to expand your inter-personal skills and earn those higher positions of responsibility.

Christmas Pantomime

Traditionally, Sixth Form members have organised the School Pantomime for the final morning in school before breaking up for Christmas Holidays. It is a joint effort and Head Girl/Boy and deputies will allocate roles according to talent and hopefully, willingness. Don't worry if you don't like acting, there are plenty of 'behind the scenes' jobs to go around.

Christmas/Summer Fairs

This is an excellent opportunity to try your hand PTA is always keen for Sixth Form members to event and as well as this being particularly Studies group, anyone can join in the fun! Mrs Bolt, PTA Chairman, about this.



at running an enterprise. The 'add a little sparkle' to the appropriate to the Business Speak to either Mrs Embury, or

Visiting Speakers/lunchtime programme

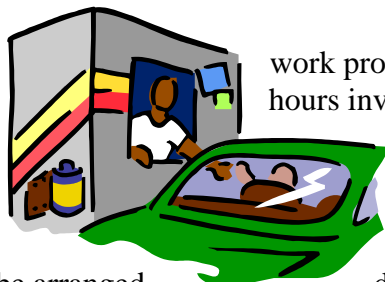
We try to organise something of interest either monthly or during an enrichment fortnight around February time. Speakers are arranged, where possible, according to your request. It is normally held at lunchtime and you will be advised in advance where this will be held. You may even know someone who would be prepared to come in.

Work experience – Haven't I already done this?

This is different and you can apply at any time of the year: not just a designated point on the school calendar. Use your school holidays wisely. You may also consider applying for a few weeks paid work, in a field you are hoping to go on to as a career. This provides an excellent opportunity to see if it comes up to your expectations, as well as gaining some experience to flag up at interviews. If references are required, please ask either Mrs Embury or your year tutor.

Part-Time Work

We support some part-time priority. The number of important and we would of 8 hours per week. Most to do homework and suitable. Your personal tutor Part-time work should never be arranged



work providing that your studies are given hours involved and when you work are very not recommend more than a maximum weekday evenings, you will be required therefore weekend work would be more should be aware of these arrangements. during school hours.

TOPS/After-care – Highclare School

You may choose to do some part-time work and in fact, Highclare School employs a number of Sixth Form members to staff their ‘after-care’ programme at Abbey, Woodfield and St Paul’s. Please put your name down on the list if you wish to be considered for this.



Enrichment Programme

This is arranged to both give students an opportunity to participate in and to contribute in running activities aimed at enriching students’ lives. Sixth Form students can and should take every opportunity to expand personal achievement and participate in a variety of lunchtime clubs. If you have a personal desire to run or help run a club not currently offered you should see Mrs Cook as soon as possible.

SUNDRY QUESTIONS ANSWERED

Can I take my mobile phone to lessons?



Whilst mobile phones are quite acceptable in Sixth Form, they are forbidden from use during lessons. Please make sure that they are safely stored in your locker before you leave for lessons and assembly or they are on 'silent'. The most anyone has to wait for their message is one hour!

If I learn to drive, where can I leave my car?

There are some car parking places designated for Sixth Form members on the car park at the rear of the school (accessed from St Georges Avenue). Please do not park at the front of the building. Parking is not guaranteed because we are limited for spaces. Every effort will be made to let you know if there will be limited parking due to some public events – this does not happen often and your co-operation is needed by arranging for a group of you to share lifts or otherwise use public transport for that day. The office will keep a record of the model and registration purely to restrict unauthorised parking. Please make sure you inform them if you intend bringing your car to school. However, you must note that all cars are left at the owner's risk so make sure that you don't leave valuables inside.



Are there any social activities arranged?

This largely depends on those members who are prepared to arrange something. It is a good idea to form a 'Social Committee' and any thoughts on this should be directed through them. Social events take a lot of organising; but with enough enthusiasm, can result in a lot of fun! Speak to Head Girl/Boy about it.



What's in the 'Induction Programme'?

We spend the first day talking to you about:-

- Identifying your own working methods
- Time management and prioritising work to meet deadlines
- How to cope with self-learning strategies
- Personal target setting



Your first few General Studies lessons are used for this and you do not need to prepare anything – just come along and take part.

Will I have access to the school photocopier?

The school photocopier is not for general student use and you definitely should not enter the photocopying room and help yourself. However, in Sixth Form, you may request something to be photocopied by asking either Mrs Embury or your form tutor to put something into the photo-copying tray. This will then be returned to you when it has been done. (Usually within a day or two). Please appreciate that photocopying is expensive and should be kept to a minimum.



Is there a School Council?

Yes. We have a very active school council. Your Head Girl/Boy will tell you more about this and when meetings are held.

Can I buy a school lunch?

Yes, although most sixth form members tend to from home, or buy a sandwich from the High require a school lunch, go to the office and in payment, you will be issued with a pink slip. (If study period before lunchtime, you may get five minutes early to avoid queuing) Take the the servery and choose your lunch. You your lunch in the dining room.



bring their lunch Street. If you return for you have a your lunch pink slip to should eat

A note about punctuality

It is most important that you don't arrive at the classroom late. You are expected to be in the classroom and ready for your lesson as soon as the bell has gone. Try to prepare for your day's lessons in advance and leave the common room in good time, especially if your next lesson is at the other side of the building. Your morning break and lunch time should provide you with ample time to visit the toilet, and plan what books you will need until your next break.

If you have any other questions we have not answered here, please speak to Mrs Embury

LOWER SIXTH PREFECTS

JOB DESCRIPTION

- Attend designated Monday form time
- Assist in uniform checks and follow up procedures
- Homework diaries check and refer any problems to form teacher
- Assist in collection of forms or reply slips for trips etc
- Help to form good relationship with form and report any friendship issues that could result in bullying
- Help to maintain silence in Assembly and organise seating
- Take part in rota to patrol Brisco corridors at lunchtime
- Take part in rota for lunchtime supervision
- Follow dress code and set a good example to other pupils in school
- If available, take part in the enrichment programme
- Assist in welcoming visitors when available
- Take a full and active role in the life of the school