



Birchwood High Sixth Form Essential Information

Autumn Term Dates 2021

3 September Induction Day 2	Sixth	Form
6 September return	Whole	school

1. Attendance and Appearance

Students are expected to wear smart 'business' wear throughout the year. **Boys** are expected to wear a **smart suit** with a **shirt and tie**. **Girls** are expected to wear a **smart suit** with a **smart top** or a **smart dress with a jacket**. Skirts/dresses should be **of a suitable length** (ie just above the knee or longer). NB Trainers, denims and sportswear are unacceptable. Please see '6th Form Dress Code' in the information pack for more details.

All students are expected to attend school full-time, arriving for registration at **8.45am** and remaining on site until **3.10 pm**, whether they have timetabled lessons or not. All students will be registered at the beginning of each lesson. In the event of unavoidable absences, through illness or bereavement, parent/carers should telephone the school on 01279 655936 and leave details on the absence line. We will still expect a letter from parents/carers explaining the absence on the student's return to school. On the rare occasions a student does need to leave the site, however briefly, they should first obtain **permission** from their Sixth Form Tutor or the Head of Sixth Form and must **always sign out** and **sign back** in again.

2. Academic Work

Students are expected to attend all timetabled lessons throughout the year. On the occasions when a teacher is absent students should go to see Mrs Crimes in the office at break time to register and collect the work which has been left for them. Students are likely to have in the region of three hours of home learning per night; they are expected to use their other study periods to carry out wider reading/research or to start their home learning in school where they have the added advantage of access to all our resources and staff.

3. Academic Preparation for September

Preparation work for Y12 was distributed at Induction Day 1. This work will be uploaded to the Sixth Form area of the school website under the link "Preparation for Year 12". It is expected that students arrive prepared in September by completing any tasks set for their chosen subjects.

4. 16-19 Bursary Fund

In addition to bursaries for students who are in care, care leavers or in receipt of income support (student not parent), the school holds a small hardship fund to help those students most in need. This money is designed to contribute towards course related expenses such as books, transport or compulsory subject trips. Those students who feel they may be eligible will need to complete and submit an application form for consideration. **A copy of our Bursary Fund Policy and an application form are included in this pack (pink sheet).**

5. Super-Curricular Activities

Throughout the year students will have the opportunity to participate in a variety of super-curricular activities - from Sixth Form social trips to charity events and activities based in and around the school community. We would recommend that all students become as actively involved as possible. Apart from acquiring a wide range of experiences and undoubtedly raising their level of enjoyment within the school, any participation will be directly reflected in future references.

6. Work Experience

Following the exam period all Year 12 students, including those in the Football Academy will be asked to organise and undertake a week of work experience; the date for this is during the summer term (dates to be confirmed). **More information regarding work experience can be found on the sheet included in this information pack.**

7. Holidays

Sixth Form studies are vitally important to students' futures. Therefore we will not authorise any holidays taken during term time.

8. Driving Lessons and Parking

We fully support the notion of students learning to drive and allow them to take up to one hour of their 'free' school time for driving lessons. However, we must insist that no driving lesson encroaches on any taught lesson, registration, pastoral period or assembly, and that form tutors are given **written advice** of these lessons **in advance**.

There is no parking for students on the school site.

9. Paid Employment

Many students have part-time paid employment. Again this is something we support but would draw your attention to published research which notes that once a student undertakes regular paid employment of more than nine hours in any one week their grades decrease by, on average, one grade for every three hours. Therefore a 'B' grade student who undertakes paid employment for 15 hours per week is likely to find his or her grade drop from 'B' to 'D' or even 'E/U' (fail) simply by spending too many hours in paid employment. We would therefore strongly recommend that students and parents seriously consider these implications before making any decisions regarding part-time work.

10. Planner

Students will **NOT** be issued with a school planner in Sixth Form but should provide their own means of organising their time and recording their Home Learning (this can be in the form of a traditional diary or an electronic app). Important information about life in the Sixth Form is available on the school website.

11.6 Lesson Day

Please be advised that Sixth Form lessons operate on a 6 lesson day due to accommodating our broad curriculum offer. In most cases we try to keep to the normal running of the school; however some lessons may finish at 4:10pm. This should be taken into consideration before committing to any transport costs or part time work.