

Conyers Sixth Form College



Sixth Form Handbook 2023 - 2024



Welcome to Conyers School Sixth Form

We have high expectations for all of our students and it is expected that all students follow our simple guidelines and take note of the procedures and policies outlined in this guide.

As far as rules and procedures go, we have relatively few, so we ask that students conduct themselves in a mature and responsible manner at all times.

Our expectations are also outlined on the **Sixth Form Contract**, which must be signed at the start of the new academic year.

The Tutor System

In the Sixth Form, all students will be members of a tutor group which will contain students from both Year 12 and Year 13.

Every student in the Sixth Form has a 1:2:1 meeting with their Form Tutor on a fortnightly rota. The purpose of these 1:2:1 sessions is to check progress, set targets and resolve any problems or issues. Students **must** attend these 1:2:1 sessions, and if they are unable to do so, the Form Tutor must be informed in advance, so that an alternative appointment can be made

Tutors will also be available to help with any area of Sixth Form life and will be the first point of contact with parents. Furthermore, when the time comes to consider career choices and applications to university, the Form Tutor, along with Mr. Webster (or Mr. Edkins), will write a **UCAS reference**.

Attendance and Punctuality

Sixth Form students must attend all timetabled lessons – including tutorials, ‘enrichment’ sessions, focus days and assemblies. Attendance is recorded on the school’s electronic system and any absence will be discussed / challenged by the Form Tutor, and if necessary, parents will be contacted. Remember, there is a clear link between good attendance and achievement.

Similarly, if a student falls behind with work or are giving any other cause for concern, then the Form Tutor will be informed.

Should a pattern of bad habits develop, then measures will be taken to redress the situation. If attendance continues to be a concern, [in particular in the time leading up to the exams], then students may be withdrawn from their examination entries.

Morning Registration

Students are not required to attend morning registration sessions unless asked to do so by their Form Tutor. However, students must attend the fortnightly 1:2:1 mentoring session, which will be arranged in September. Equally, students must attend the weekly PD tutorial session, where the whole group will meet together.

Assembly

Year 12 & 13 assembly is on Monday [week one] with assemblies on Monday [week two] being specific to a year group. Attendance is compulsory [regardless of timetable commitments].

Absence

Whilst we expect full attendance, we do appreciate that there may be occasions when students will not be able to attend College. If an absence is known in advance, please inform Mrs. Bolton in the Sixth Form office as soon as possible.

In the case of illness, a telephone call to the Sixth Form office is requested on **each day** of the absence by the parent / guardian [783253, ext 1045]. Attendance marks will not be amended until confirmation of absence has been made. If a student has a medical appointment, we request to see proof of this appointment. Equally, if a student has a prolonged - or intermittent - period of illness, we ask that confirmation from a medical body is provided.

Holidays

Students should **not** be taking holidays during term time, and this practice is strongly discouraged. This also applies to students in Year 12 following the exams and the work experience placement in the summer term.

We have found that those students who have taken holidays during term time have found it very difficult to catch up on missing work and the important UCAS training which takes place at this time.

In the rare instance where students may have to miss lessons due to family commitments, students must complete a 'leave of absence' form, which is available from the Sixth Form office.

Enrichment

Most enrichment activities take place on a Wednesday afternoon, and this is a compulsory part of the Year 12 timetable. Students will be encouraged, for example, to take part in sporting activities, community work, help with lower school classes, peer mentoring, or voluntary work, etc. Students make a choice of enrichment activity on enrolment day, which will then be listed on their timetable.

The **Extended Project Qualification** is also popular, and students may opt to complete this (or **Core Maths**) in Year 12. The EPQ is an independent piece of research and the form tutor acts as the academic mentor. Students who achieve over five '6' GCSE grades must opt for either the EPQ or Core Maths.

Monitoring / Reports

We regularly track progress across all subjects. Form Tutors will discuss issues arising from the monitoring data and students will be given realistic targets. Concerns arising from the reviews can be discussed in the fortnightly tutor interviews.

Target Grades

All students will receive a predicted grade based on their performance in previous exams and this is known as a **MEG** (Minimum Expected Grade). In addition, students will also discuss individual target grades with subject teachers. Monitoring reports measure progress against these MEGs.

Changing / Dropping Subjects

There is a four week deadline for changing subjects at the start of Year 12. This means that students will not be allowed to change subjects after September.

Students who opt to study four A level subjects are not permitted to drop a subject throughout either Year 12 or Year 13.

Information and Careers Guidance

Careers guidance will be offered in a manner appropriate to the needs of individual students. All students will be provided with a reference and will be expected to write a Personal Statement.

Some career paths require work experience, and students need to gain permission from the school if this is undertaken during term time. We also offer career orientated sessions and help with CV writing and apprenticeship applications.

University Applications

All students who are intending to study at university will receive help and assistance with the writing of their 'Personal Statement'. Information for this will be given towards the end of Year 12.

Parents will be invited to attend an evening session (in July) on the university application process. We also encourage students to attend university open days and search courses through the UCAS website.

Work Experience

All Year 12 students are required to complete a week's work experience placement in July following the end of year exams. Students must organise and arrange this themselves and return the necessary paperwork to the Sixth Form office.

This will provide valuable experience (especially if applying to university) and students should, therefore, think carefully about the nature of their placement.

Exams

Entries for exams are dependent on students meeting the course criteria. Any student who has failed to meet coursework deadlines, or is behind with work, may have their exam entry withdrawn.

Equally, if attendance is unsatisfactory, students will be expected to pay for their exam entries. The Examinations Officer will issue students with statements of entry, which must be checked, signed and returned by the specified date. It is the responsibility of students to ensure that they are present for exams and are in the correct place and at the correct time.

Progression

Progression from Year 12 to Year 13 is not automatic. Students who do not achieve a pass grade in a Year 12 subject exam will not be accepted onto the Year 13 course. However, students have the opportunity to re-sit their Year 12 exams in August on A Level results day

All students intending to continue into Year 13 will be interviewed, and re-enrolled at the start of the new term in September. Students who wish to complete a further year must discuss this with the Head of Sixth Form at some point during Year 12. However, we do **not** offer a re-sit year for Year 13 students.

Study Periods & Study Room

There will be times during the week when there will be no timetabled lessons. We expect students to use these times to the best effect. We know from experience that those students who make good use of their time do better than those who waste time in the Sixth Form area.

All Year 12 students will have a weekly timetabled lesson in the Sixth Form Study Room. Further, Year 13 students who are below their target grade (MEG) will also be timetabled in the study room.

The Sixth Form Area

All students are expected to use these facilities sensibly. Anyone found misusing them will be subject to disciplinary procedures, and in the case of wilful destruction / vandalism, will be liable for the cost of repairs. The Sixth Form has its own coffee and snack bar and students can purchase products using the biometric system. Food and drinks are not permitted in the adjacent computer suite.

Role Models

We expect our students to act as role models for the younger members of the school community. We also expect Sixth Form students to behave responsibly and maturely at all times [which does not include playing football or sun bathing in the Quad!].

Mobile Phones

Mobile phones must not be visible around school other than break or lunchtime: we hope that Sixth Formers can be role models to the rest of the school on this issue.

Disciplinary Measures

Sixth Form students encounter very little in the way of disciplinary issues. However, there may be occasions when personal conduct / behaviour may need addressing. Progress is monitored closely, and if we discover that a student is falling behind, parents will be contacted. Following this, a student may be required to enter a more formal contractual agreement.

If the contract is broken, students will lose their Sixth Form privileges and independent time. It may also be an indication that a student no longer wishes to be a member of Conyers Sixth Form and will be removed from the school roll.

Dress Code

It is expected that all Sixth Form students take pride in their appearance. Students are expected to set an example to our younger pupils by behaving and dressing in a suitable manner.

Sixth Form students must dress appropriately for a work-based environment, and any clothing which is too revealing or contains offensive slogans or motifs should not be worn. Shorts are allowed in the summer term, as long as they not 'beach' or 'sports-wear'. Crop-tops, backless tops and hot-pants are not allowed; male vest tops are also not permitted.

The Lanyard & Safeguarding

All Sixth Form students are required to wear an identity badge and lanyard which is provided by the school. If this is lost or damaged, a payment of £1.00 must be made for a replacement.

The identity badge also gives access to photocopying facilities and access in and out of the school via the fire track. Under no circumstances should sixth formers provide access to pupils in the lower school. For security reasons, 'visitors' [including ex-students and friends] are not permitted on the school site.

Students who are seen with any person who is not on the school roll, will face sanctions, and the police may be called if 'intruders' are seen on the school site.

Sixth Formers who arrive without a lanyard will need to collect a temporary lanyard. Students who persistently refuse to wear the lanyard, will not be permitted to access public areas of the school.

Cars

Due to space restrictions, students are **not** permitted to use the staff car park. Students may park in the school lay-by, but cars must be removed by the time the school buses arrive (3.15)

Cigarettes / Alcohol / E cigarettes / Vapes

Under no circumstances are students allowed to bring or consume these on the school premises or in the bus bay.

Financial Assistance

Advice on grants or funding can be obtained from the Sixth Form office. Students may be entitled to the 'Discretionary Bursary Fund' [subject to criteria]. Students who are in receipt of this bursary should read the terms and conditions very carefully and adhere to the conditions of that contract.

And Finally

Being a member of Conyers Sixth Form is a great experience and we are proud of our academic record and the success of our past-students. We very hope that you enjoy your time with us and make the most of your opportunities here.

The Sixth Form Team

- **Head of Sixth Form** – Paul Webster
- **Sixth Form Manager** – Nici Bolton
- **Assistant Head of Sixth Form** – Ben Edkins

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