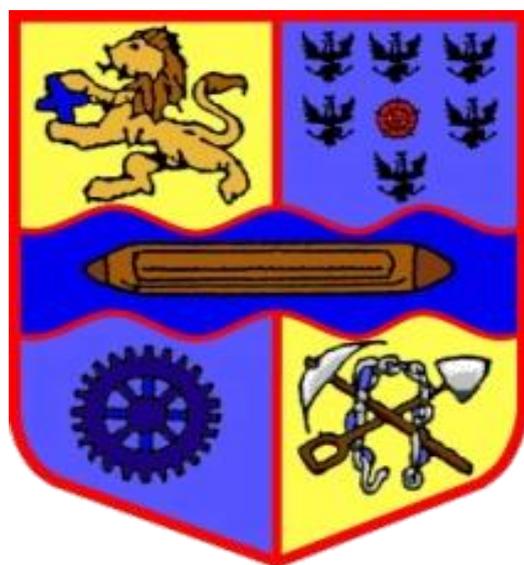


# HASLINGDEN HIGH SIXTH FORM



2020-2021

STUDENT AND PARENT/CARER  
HANDBOOK

## GENERAL INFORMATION

Welcome to Haslingden Sixth Form.

This handbook will provide you with all the necessary information you need for your time as a sixth form student. The information in this booklet is important and will help you to make a smooth transition to sixth form life. It should be shared with your parent/carer and kept at home for future reference.

<b>Director of Sixth Form</b>	Ms Marsland	01706 215726 Opt 2
<b>Assistant Director of Sixth Form</b>	Mrs Hurst	01706 215726 Opt 2
<b>Student Services Officer</b>	Ms Hodgkiss	01706 215726 Opt 2
<b>Progress mentor</b>	Mrs Newell	01706 215726
<b>Examinations Officer</b>	Mrs Rouine	01706 215726
<b>Absence line</b>		01706 215726 Opt 2

For general queries and teacher contact please email [sixthform@haslingdenhigh.com](mailto:sixthform@haslingdenhigh.com)

### **FORM TUTORS**

Each student is assigned to a form with a tutor who will monitor progress and provide pastoral guidance. All tutor groups contain a mixture of year 12 and year 13 students.

VI P	Mrs Woodall/Ms Hewitt
VI E	Miss Samuelson
VI R	Mr Cook
VI O	Mr Hargreaves
VI M	Mrs Mashiter-Coates/Mr Heaton
VI I	Mrs McGinn/Ms Hewitt
VI N	Mr Young
VI G	Mrs Tembo
VI A	Mr Wood
VI T	Mrs Kauser

The form tutor and student services officer should be your first point of contact for any issues and concerns you may have.

### **ACADEMIC DAY**

The sixth form day starts with registration at 8.30am and ends at 2.50pm (except Wednesday when the day ends at 2.00pm or in the event of a period 7 lesson when the day ends at 3.40pm).

REG	P1	P2	BREAK	P3	P4	P5 SPLIT OVER LUNCH			P6	P7
08.30	08.55	09.45	10.30	10.50	11.40	12.30	1.00	1.30	2.00	2.50
08.55	09.45	10.35	10.50	11.40	12.30	1.00	1.30	2.00	2.50	3.40

## YEAR 12 INDUCTION DAY

Congratulations on your exam results and enrolment into our sixth form. Below are the arrangements for your first day:

Please dress for a usual day in sixth form.

The day is designed to ensure that you have all the information you need, help you settle in as quickly as possible and introduce the types of skills that you will require as a sixth form student. Lessons will begin on Friday 4th September.

### **TIMETABLE**

9.30am	Welcome year 12 (Theatre)
9:45am	Tutor period (timetables, handbook, general housekeeping)
10:30am	Break
10:50am	Activities part 1 / ID badge photos
11:20am	Activities part 2 / ID badge photos
11:50am	Lunch
12:30pm	End of day

I am sure that this will be a very enjoyable and productive day that will help set you up for an excellent two years with us. I look forward to seeing you then.

L. Marsland  
Director of Sixth Form

## OUR AIMS AND ETHOS

At Haslingden High School we welcome students of all abilities, aptitudes and interests from a wide range of backgrounds. Our number one aim is 'Achievement for All' and we pride ourselves on our reputation for academic success. We are successful because we have high expectations of all our students, and because we create a learning environment underpinned by a culture of respect where individuals are nurtured and supported.

We want to ensure that each of our students fulfils their potential and is able to go on to enjoy a successful future. The ethos that underpins this is to provide a secure and supportive environment in which students can benefit from expert teaching and individual guidance.

All of our students have made a conscious decision to study their chosen subjects at HHS Sixth Form. As such, we expect them to be committed to their studies as well as having a mature approach to sixth form life in general. To succeed at this level involves being self-motivated and being prepared to do more than simply attend lessons; for example, independent study, extra reading, going over work at home and putting real time and effort into homework are essential. We never expect behaviour to be an issue for sixth form students.

We encourage every student to work to the best of their ability and aim high academically. We also emphasise the importance of building key skills to support progression to higher education, training or a chosen career. Close liaison between the faculties, the sixth form team, the student and home is encouraged. Intervention managed by the sixth form team will be communicated to home. We encourage you to email the student services officer with any concerns you may have, however small, so we can prevent minor issues from escalating.

Student progress will be monitored to ensure all students achieve their very best. Monitoring will be ongoing with students, subject teachers, tutor and the sixth form team. Students can discuss their progress with teachers on a regular basis.

We expect students to take responsibility for reflecting on their own performance, evaluation and setting themselves targets for improvement.

In addition to this, there are progress reviews that will be communicated to the student and home at set times of the academic year.

# OUR EXPECTATIONS

## STUDENTS:

- Respect our “Eight Expectations” and follow our dress code and student internet policy.
- Show respect to each other and work well with each both in lessons and outside school.
- Have positive relationships with staff.
- Conduct yourselves maturely at all times (no swearing or use of inappropriate/offensive language, for example)
- Focus on success and enjoy achieving well; keep healthy and achieve a lifestyle balance of study and other activities.
- Arrive to sixth form and all lessons, tutorials, assemblies on time and ensure excellent attendance during your time at sixth form.
- Participate in additional commitments e.g. work experience, field trips, revision sessions and all enrichment.
- Enjoy learning, take an active role in lessons and respect a sense of shared values.
- Maintain excellent standards of work, meeting course requirements through commitment and independent study outside timetabled lessons.
- Plan your revision and make good use of your independent study time.
- Complete all homework, projects, assignments and course work to set deadlines.
- Constantly review learning, seeking advice and feedback regularly.
- Complete revision notes, glossaries of key terms, flash cards etc. throughout the year to consolidate and revisit learning.
- Make yourself available to staff when required outside normal timetabled lessons.

Remember you are still working within a school with all the normal expectations about work, effort, behaviour, politeness and respect. Above all, aim for:

- Excellent attendance and punctuality
- Polite, mature, respectful behaviour
- High standards

## **PARENTS:**

- Support our “Eight Expectations”, dress code and student internet use policy (see school website).
- Respect the school’s behaviour policy and procedures and the disciplinary authority of the school staff, treating all staff as professionals.
- Support the school by encouraging hard work, positive behaviour, punctuality and excellent attendance, supporting the school’s rewards and sanctions and help to ensure that your son/daughter follows reasonable instructions by school staff and adheres to school policies.
- Send your son/daughter to school each day punctually, suitably clothed, fed, rested, equipped and ready to learn.
- Let the school know of any problems that arise and factors which may result in your son/daughter displaying behaviours outside the norm.
- Let the school know of any absences as soon as possible.

## **SIXTH FORM:**

- Provide information, advice and guidance about transition into Y12 and from Y13 into higher education or employment.
- Ensure high quality teaching and the support to develop sound learning skills and habits.
- Provide regular reports and assessments of progress.
- Ensure facilities and resources are available for students to study.
- Provide a variety of enrichment opportunities.
- A genuine concern for the welfare and development of all students. A member of staff will always be available for students and the help of outside agencies can be sought when needed.

# ROUTINES AND PROCEDURES

## PUNCTUALITY, ATTENDANCE AND ABSENCE

As a full time student in year 12 we expect you to be in school every day for registration. It is imperative that you arrive to sixth form and all lessons on time.

You should aim to be on site by 8.30am to attend your tutor period for registration, important messages and intervention if required; it is also a valuable time to catch up generally with other students and your form tutor.

You must attend all form tutor periods, timetabled and independent study periods.

A record of attendance is kept for each student. Any student with attendance below 90% will be referred to a member of the sixth form team; we will also email home with this information and a period of monitoring may be deemed necessary.

If you arrive late after the end of registration, you **MUST** sign in at reception before going to lessons, informing us of the reason for lateness.

**Persistent lateness will result in you making up the time missed during your free periods.**

**Planned absence** - If you know you are going to be absent e.g. medical/dental appointment, university open day, you need to let us know as soon as you are aware.

We have an online **absence form** for planned absences which will be emailed to all students. We ask that doctors' appointments, driving lessons, etc **are not scheduled at the same time as a lesson unless it is an emergency**. This link needs to be kept in your inbox.

**Illness absence** - If you have a genuine reason for absence, your **parent/carer** must inform us by 9.30am on **01706 215726 option 2** where they can leave a message.

If you are unwell during the day, you should see Ms. Marsland or Mrs Hurst who, if necessary, will make arrangements for you to go home. For safety reasons you must not sign yourself out ill without seeing a staff member first.

We do not authorise time off for holidays, however, if you are to be absent on holiday you need to complete an online term time absence form which will be emailed to you on request. It is important to note that crucial work will be missed which could include key assessment pieces.

You are permitted to attend 4 university open days at the end of year 12 summer term and the start of the autumn term in year 13.

It is **YOUR** responsibility to catch up on any missed work after a period of absence.

Any missing lesson may result in truant call and persistent absence will be handled by the school attendance officer.

Leaving the site in the day is a privilege that will be revoked if you are no longer meeting our expectations.

# ROUTINES AND PROCEDURES

## DRESS CODE

Sixth form students are expected to behave as young adults, focusing on personal development and the learning process so are therefore expected to dress in an appropriate manner.

We believe that clear expectations and consistently high standards are essential to success. It is important that our students take pride in their appearance and are aware of the impression that appearance makes as role models within the school and amongst the wider community.

One of our key aims is to prepare students for progression into their chosen career or profession and, in order to support this aim and further strengthen the ethos of study in the sixth form, a smart workplace dress code is in place.

As sixth form students, we wish to give you some freedom in your choice of dress; however, if you do not adhere to our dress code then you will face sanctions that can include removal from lessons or being asked to return home to change. Please use the guidance table below when planning your dress (although this does not cover all eventualities).

The Director of Sixth Form will be the ultimate arbiter in all matters relating to dress and appearance.

ACCEPTABLE	UNACCEPTABLE
Smart blouse/shirt/top Smart polo shirt/t-shirt/jumper	Crop-top, Bardot top All sportswear (unless you study L3 Sports)
Smart trousers, chinos, skirt or dress Leggings with a longer top	Jeans (under no circumstances)/denim Shorts Leggings without a long top
Smart shoes Boots (need to be below knee length) Smart trainers/pumps	Ugg-style boots Walking boots
One discreet nose-stud	Caps or hats

**For clarification the following is not allowed:**

- Leather, P.U, denim (skirts or jeans), play-suits, camouflage, shorts.
- Ripped clothing, offensive slogans, sportswear, bare shoulders or midriff
- Any piercing other than ears and discreet nose stud
- Outdoor coat or jacket should not be worn whilst inside the school building/in class
- Extremes of fashion in hairstyle, make up or dress

**It is a safeguarding requirement for all sixth form students to visibly wear their student ID badges on site. This is essential as sixth form students do not wear a school uniform and need to be recognisable in the main school to students and staff.**

Please note that you must follow the dress code whilst in sixth form. You should not change into any sports or dance dress until you have that lesson.

# ROUTINES AND PROCEDURES

## BREAKS AND LUNCHTIME

There is a dedicated sixth form kitchen that provides hot and cold food and drinks. Morning break time starts after period 2 at 10.35 am and finishes at the start of period 3 at 10.50am.

Food and drink is available from the sixth form kitchen.

We expect students to eat in the common room and not in class rooms, corridors or areas open to visitors.

We operate three different half-hour lunch periods between 12.30 and 2.00pm which are determined by the classroom a student is in for period 5. During lunchtime, students may leave the site **but must sign out and then in again at reception if they are returning.**

Those choosing to remain on site for lunch can use the Common Room and can purchase sandwiches or a hot meal. Breakfasts, as well as snacks throughout the day, are also available from the Sixth Form Cafe.

## PARENTPAY

We operate a cashless catering system in school. Full details can be found on our website:

<https://www.parentpay.com/>

## COMMON ROOM

This area is where sixth form students can relax in their own space; you can study, socialise and eat break time/lunchtime refreshments.

This area is for sixth form students only, so we ask you to respect this and the other students using the room at all times.

**Please ensure that ALL your litter is placed in the bins provided.**

## STUDENT VEHICLES

We expect any driving lessons to be taken outside of school time; however, it is acceptable to have a driving test during school time. Please complete the appointment request sheet and provide proof of your appointment.

The school car park is for permit holders and visitors only. If you pass your driving test and purchase a vehicle, you must obtain a permit from sixth form reception and display this in your car at all times when on site.

Please remember to drive carefully - in particular on site where we ask you to adhere to the following rules:

- Do not exceed the 10mph speed limit at any time on site
- Do not park in front of any entrance or exit
- Do not park on a dropped kerb as this will block any wheelchair or equipment access
- Do not park on any grassed area or double yellow lines
- Outside a resident's house, blocking or partially blocking a driveway

## **SMOKING**

The school buildings, grounds and within close vicinity to the school are strictly no smoking/vaping areas for all students at all times.

Any student found smoking within close vicinity of the school (e.g. school gates, or outside any area of the actual school) will lose the right to leave school at break and lunch time. Parental contact will also be made.

## **DRUGS AND ILLEGAL SUBSTANCES**

We will take a severe response to the sale or consumption of drugs/alcohol within the school grounds.

Drugs/alcohol must not be brought onto the school site under any circumstances.

Aerosols should not be brought into school for health and safety issues

## **MOBILE PHONES AND PERSONAL BELONGINGS**

The use of mobile phones is permitted within the sixth form but **not** in main school or in any lessons.

Mobile phones may be used to play music/videos, using headphones in study areas as long as the noise does not disturb other students.

Please note that the school cannot be held responsible for the loss or damage to any personal equipment.

## **EQUIPMENT**

Individual subject teachers will advise you of any specialist books or equipment that you will need however, all students will need an A4 ring binder file for each subject, A4 lined writing paper and a well-stocked pencil case. It is strongly advised that you bring in a laptop and these can be purchased through school.

## **PHOTOCOPY/PRINTING CREDITS**

Each student is provided with credits for a term to be used carefully and strictly for school work only. Once these credits have been used, students will need to see the IT Department.

## **LOCKERS**

You may want a locker to keep your belongings in. The cost is non-refundable £5 for the two years. This can be organised on Induction Day.

## **MONITORING OF ACADEMIC PERFORMANCE**

Student performance is closely monitored against individual target grades. Parents receive three formal reports over the course of the year as well as a meeting with subject teachers at Parents' Evening. After each progress review, performance is discussed with students; if a student is struggling and/or underachieving, they will be mentored by a member of the sixth form team.

If a student's attitude to learning or progress is unsatisfactory in any subject, contact will be made with home and a support strategy put in place should it be required.

**Privileges awarded to individual students are also reviewed after each progress block.**

## **ENRICHMENT**

As well as attending your lessons, you are expected to participate in enrichment activities to further the development of your transferable skills and strengthen your applications to university or employment after year 13.

Whilst we offer many internal opportunities, for example as teaching assistants or supporting main school students, we would always encourage you to seek external opportunities that link with possible career aspirations you may have.

## **WORK EXPERIENCE WEEK**

At the end of each year we have a number of days set aside for students to undertake a self-organised internship.

The expectation is that over the course of the year, each student will arrange their own placement in a workplace of their choosing.

To allow for this, the year 12 summer term will finish a week earlier than main school. This provides valuable experience for those pursuing employment after sixth form.

Universities are increasingly looking for employer engagement as well so this experience will help those hoping to progress to university with their personal statement.

## **CAREERS ADVICE, INFORMATION, EDUCATION AND GUIDANCE**

Students have access to informal help and support at any time from teachers, tutors, progress mentor and Director/Assistant Director of Sixth Form.

Our PSHEE and tutorial programmes contribute and from Easter of year 12 students have one period a week to work with tutors and/or our Careers Advisor to begin researching future options in preparation for applications in year 13.

## **PSHEE**

As part of our provision of a rounded education, students will participate in a range of activities which cover important issues such as sexual health, radicalisation, safe driving and healthy living. As well as this, a bespoke lecture programme is delivered. This is designed to provide students with an experience of higher education methodology and contribute to enhancing cultural capital.

The PSHEE programme takes place every Monday during period 1 until after the Easter break when the tutorial programme commences.

## TUTORIAL PROGRAMME

A formal progression programme will take place in year 12. A Next Steps day for students and a Next Steps Information Evening for parents is calendared for after the Easter break. Students wishing to progress to university will attend a weekly session (Monday period 1) on how to find suitable and appealing courses, registering with UCAS and applying for universities.

Those not wishing to attend university, preferring to look at careers will have a separate session tailored to CV writing, apprenticeship or job searching and general advice on life after sixth form.

During registration and as part of PSHEE, students will participate in the much-celebrated VESPA A- Level Mindset course. Each student will be provided with an individual booklet to be completed carefully and these will be routinely monitored by form tutors and the management team. The course draws together current thinking from psychology, business and sport to inspire, motivate and support students ensuring they achieve their full potential. It aims to cut through the noise surrounding character development to discover common behaviours and characteristics that all students need to be successful.

**HAVING A VISION AND KNOWING WHY YOU WANT TO ACHIEVE**

**COMMITMENT TO THE EFFORT NEEDED**

**SUCCESS**

**HAVING SUITABLE SYSTEMS IN PLACE**

**PRACTISING YOUR LEARNING AND YOUR SKILLS**

**DEVELOPING A POSITIVE ATTITUDE**

**VISION**

**– DO YOU KNOW WHAT YOU WANT TO ACHIEVE?**

**– DO YOU KNOW WHY YOU ARE STUDYING?**

**– DO YOU KNOW THE GRADES YOU WANT TO ACHIEVE?**

**– WHAT CAREER ARE YOU INTERESTED IN?**

**EFFORT**

**– HOW MANY HOURS OF INDEPENDENT STUDY DO YOU DO?**

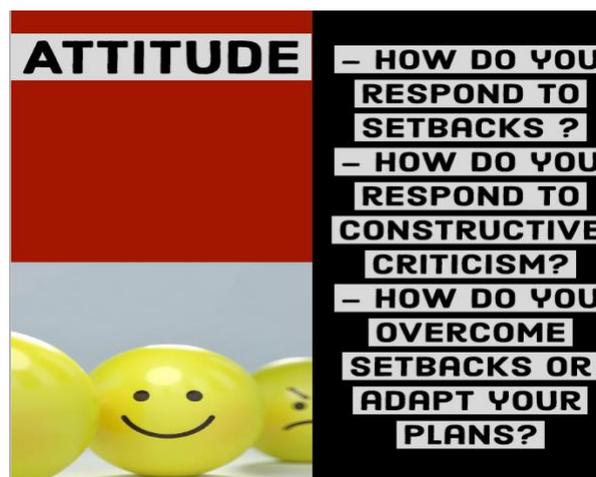
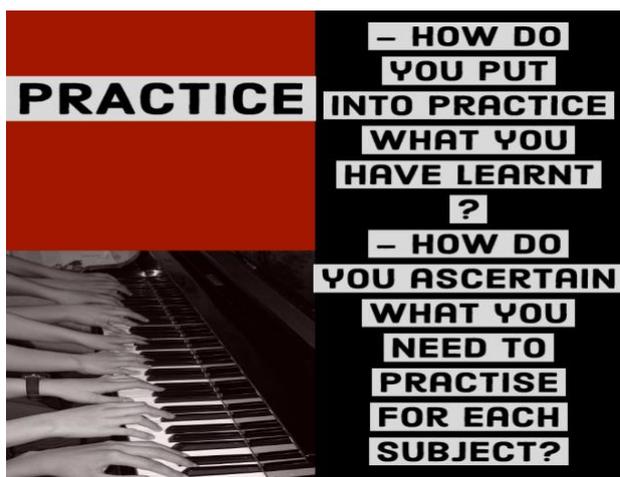
**– HOW DO YOU COMPARE TO THE MOST COMMITTED STUDENTS IN YOUR YEAR GROUP?**

**SYSTEMS**

**– HOW DO YOU ORGANISE YOUR LEARNING AND YOUR TIME?**

**– DO YOU HAVE ANY STUDY OR TIME MANAGEMENT METHODS OR TECHNIQUES THAT YOU RELY ON?**

**possible**



## EXAMINATIONS

All A levels are now two-year courses formally examined at the end of year 13. Internal examinations will take place in all other subjects towards the end of the year.

All students will be emailed an exam timetable. All vocational subjects now contain an external examination element in both year 12 and year 13.

Exam queries can be directed to the Examinations Officer.

Please note that for a student to continue into year 13 and complete their subject A-levels they must attain at least grade D in their year 12 examination (whether internal or external AS). In vocational subjects, they must attain at least a Merit grade in year 12.

## STUDENT SUPPORT

We are fully aware that this can be a difficult developmental time for our students and offer a full range of support for any issues that they may be facing. Aside from staff within the sixth form and school, we have a school nurse with whom appointments can be made and links with a range of external agencies specialising in helping with specific issues.

If a student is experiencing difficulties in any of their studies, or problems with time management, they are advised to discuss this at the earliest opportunity with a member of staff. This may be their subject teacher or a member of the sixth form team.

## TIMETABLES AND COURSE CHANGES

All students are expected to study 4 subjects in year 12.

It is important to note that students must complete a full programme of study amounting to a minimum of 540 hours per year across subjects, including guided study, registration and tutorial period.

Timetables will be issued via email on the induction day. Each student will have four subjects and three guided study periods (unless on the L2 Business or L3 Sport Academy).

It is strongly recommended that course changes are discussed and implemented at GCSE results day.

Changes after this will not be considered beyond the 3<sup>rd</sup> week of the new term.

Students wishing to change must first discuss this with their subject teacher and then, if they still wish to proceed with the change, they will need to speak to the Director of Sixth Form.

Any subject change requires approval from home; a form is available from sixth form reception once the Director of Sixth Form has agreed the change.

### **INDEPENDENT STUDY**

We feel very strongly that independent study is an integral part of the learning process. As well as lessons, each student is timetabled three periods of private study.

We have a dedicated room (S10) which is designed for independent study. These sessions are supervised.

This is **NOT** a free period and should be treated like a normal lesson.

This time is to be used for tasks such as: working on homework, research, further reading or improving marked work and is vital to examination success as well as in preparation for progression to university.

Outside of school we expect students to complete 16 hours of independent work.

Students are encouraged to use the guided study room even if they are free and not timetabled to be in there.

### **SIXTH FORM MANAGEMENT TEAM**

Applications for the student management team will be invited during the last half term of the academic year.

Students are strongly encouraged to apply for these posts, which include Head Girl/Boy, Deputy Head Girl/Boy, Peer Mentor and Sixth Form Representative.

### **WORK**

We ask that students do not take on any more than 8 hours a week in part time work. The sixth form programme is demanding and students will soon find themselves occupied with homework, course work, and revision.

Exceeding these suggested hours will potentially have a derogatory effect on their results and may even see important work deadlines missed.

### **FINANCIAL ASSISTANCE**

We are able to offer financial support to some students each year from a limited sum of money allocated to us by the government. In priority order we offer:

**Compulsory Bursaries of £1200**

These bursaries are available to students who are:

- in care
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

#### **Discretionary Bursaries of up to £800**

These bursaries are available for students receiving Free School Meals. On enrolling with Sixth Form, students who have previously been entitled to free school meals need to re-apply. A form is available from sixth form reception.

#### **Other Discretionary Bursaries**

These bursaries are available for students who are suffering from financial hardship that is affecting their education; for example, help with difficult financial circumstances, transport costs or school trips. Applications for these bursaries can be made by letter and must be supported by evidence of financial hardship.

Please note that all bursary payments can only be made by BACS transfer into the **students' own bank accounts**. Payments are made weekly and are subject to students fulfilling the terms of their learning agreement.

**If successful in your application, please be aware that payments are dependent upon adherence to your Learning Agreement being confirmed on a weekly basis.**

#### **TECHNOLOGY**

**It is strongly advised that students in the sixth form have daily access to a laptop OR an iPad.**

## Year 12 – Important dates

<b>SEPTEMBER 2020</b>	
Year 12 enrolment day	20th August 2020
Year 12 induction day	3 <sup>rd</sup> September 2020
Year 12 lessons begin	4 <sup>th</sup> September – <i>from period 2</i>
<b>OCTOBER 2020</b>	
Half term	26 <sup>th</sup> October 2020 – 2 <sup>nd</sup> November 2020
<b>NOVEMBER 2020</b>	
Year 12 settling-in report home	9 <sup>th</sup> November 2020
Year 12 self-review	16 <sup>th</sup> November 2020
<b>DECEMBER 2020</b>	
Christmas break	21 <sup>st</sup> December 2020 – 5 <sup>th</sup> January 2021
<b>JANUARY 2021</b>	
Internship launch	January (TBC)
<b>FEBRUARY 2021</b>	
Year 12 assessment week 1	w/b: 8 <sup>th</sup> February 2021
Half term	15 <sup>th</sup> February 2021 – 22 <sup>nd</sup> February 2021
<b>MARCH 2021</b>	
Year 12 reports home	22 <sup>nd</sup> March 2021
Easter break	29 <sup>th</sup> March 2021 – 12 <sup>th</sup> April 2021
<b>APRIL 2021</b>	
Year 12 form tutor reviews	5 <sup>th</sup> April 2021 onwards
Year 12 Parents' Evening	14 <sup>th</sup> April 2021
Year 12 Next steps day/UCAS launch	April (TBC)
<b>MAY 2021</b>	
Bank holiday	3 <sup>rd</sup> May 2021
Half term	31 <sup>st</sup> May 2021 – 7 <sup>th</sup> June 2021
<b>JUNE 2021</b>	
Year 12 assessment week 2	w/b: 14 <sup>th</sup> June 2021
Management team applications	June (TBC)
<b>JULY 2021</b>	
Year 12 reports home	TBC
Internship week	12 <sup>th</sup> July 2021 – 16 <sup>th</sup> July 2021
School closes for summer	16 <sup>th</sup> July 2021

