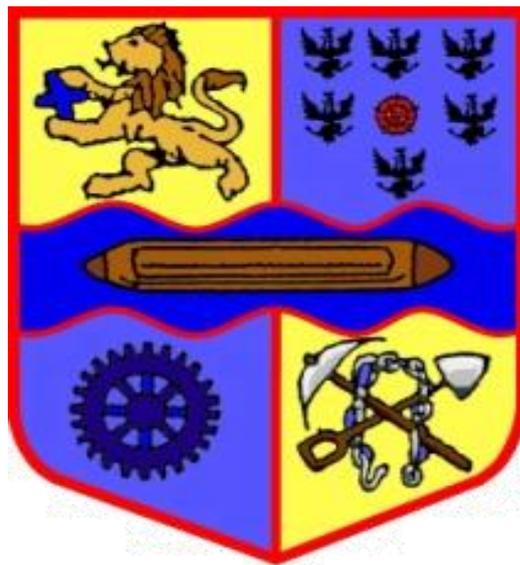


HASLINGDEN HIGH SIXTH FORM



2022/2023
STUDENT AND PARENT/CARER HANDBOOK

GENERAL INFORMATION

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.**

To contact any of the sixth form team please call **01706 215726** and choose option 3 or email on sixthform@haslingdenhigh.com

Director of Sixth Form	Ms Marsland
Assistant Director of Sixth Form	Mrs Hurst
Sixth Form Student Services	Ms Hodgkiss
Progress mentor	Mrs Newell
Absence line	01706 215726 (ext. 257 answer machine)

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	Ms Tilley
VI E	Miss Samuelson
VI R	Mr Cook
VI O	Mr Hargreaves
VI M	Mrs Mashiter-Coates/Mr Heaton
VI I	M Raho
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 8.40am 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
08.40	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

FRIDAY 2ND SEPTEMBER 2022

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, our dress code can be found in this handbook.

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.

Your timetable will be issued on this day and normal lessons will begin on **MONDAY 5th September**. Please note that any timetable you see on Edulink will **not** be the correct version. The correct version will upload on induction day.

TIMETABLE

ARRIVAL TIME Any time from 9am - 9:45am

9.45am	Welcome year 12 (Theatre)
10:00am	Tutor period (routine: timetables, handbook, general housekeeping)
10:45am	Break
11:00am	Additional tutor time (study skills and expectations) / ID badge photos
11:30am	Additional tutor time(study skills and expectations) / ID badge photos
12:00am	Lunch
12:30pm	Back in the Theatre
1:00pm	End of induction 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 fulfil their potential and are 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 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 coursework 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 via Edulink. You can also email on sixthform@haslingdenhigh.com or call and leave a voice message.

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 registration and all lessons on time.

You should aim to be in sixth form by 8.30am ready 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 will need to 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 **appointment request form** for planned absences which will be emailed to all students. Please keep this link in your inbox for future reference.

We ask that doctors' appointments, driving lessons, etc **are not scheduled at the same time as a lesson unless it is an emergency.**

Illness absence - If you have a genuine reason for absence, your **parent/carer** must inform us by 9.30am on **01706 215726 option 3** where they can leave a message. If you are unwell during the day, you should see one of the sixth form team.

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

You 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 you take pride in your 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 you for progression into your chosen career or profession and, in order to support this aim and further strengthen the ethos of study in the sixth form, **a smart, appropriate dress code is in place.**

The key words here are **SMART** and **APPROPRIATE**.

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). **Outdoor coats/jackets should not be worn in class/inside the building**

Acceptable	For clarification the following are <u>not allowed:</u>
<ul style="list-style-type: none"> ✓ Smart blouse/shirt/top ✓ Smart polo shirt/t-shirt (no slogans)/jumper ✓ Smart trousers/chinos ✓ Smart skirt/dress ✓ Smart leggings with a longer top ✓ Smart shoes ✓ Smart, clean trainers/pumps ✓ Boots (need to be below knee length) ✓ One discreet nose stud/pierced ears 	<ul style="list-style-type: none"> × Vests/bandeau tops/spaghetti straps × Jeans/denim/camouflage × Ripped clothing, slogans × Bare shoulders/bare midriff × Any piercing other than ears and a discreet nose stud × Extremes of fashion in hairstyle, make up or dress × Sport wear (except for L3 sport students)

ID BADGES

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

ID badges also allow access to enter/leave site therefore all students must ensure they have their ID badges with them at all times.

If you forget your ID badge, Ann can issue a temporary one day badge. If you have lost your badge a new one can be purchased for £3. Please let Ann know.

EQUIPEMENT & ORGANISATION

Being organised is the key to success in the sixth form and is something that all students must prioritise. There is storage space in the common room but a good bag to carry your files and equipment in is essential.

- **A ring binder file for each subject (to store your class notes and handouts in on a daily basis)**
- **A lever arch file for each subject (to transfer these notes and handouts to once a topic has been completed)**
- **Dividers for the files to organise the course by topic/unit**
- **A4 note paper. Make sure the note paper has margins and is already hole punched.**
- **Pens**
- **Pencils and rubber**
- **Highlighters**
- **A ruler**
- **Scientific calculator if your subject requires it**
- **Flashcards (optional but encouraged)**

Students are encouraged to bring in their own laptops and tablets to use in lessons and study periods. These are the responsibility of the students and school cannot accept responsibility for damage or loss.

Folders will still be required even if classwork and notes are typed because resources provided by teachers and linked to each unit will require careful organisation for revision purposes.

Please note: folder and organisation checks will occur regularly during tutor time.

TECHNOLOGY

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

ROUTINES AND PROCEDURES

REGISTRATION

All students are expected to get their attendance mark during registration at 8.40am.

BREAKS AND LUNCHTIME

There is a dedicated sixth form kitchen that provides hot and cold food and drinks.

Breakfast is available every day.

Morning break time starts after period 2 at 10.35 am and finishes at the start of period 3 at 10.50am.

Lunch time is three different half-hour lunch periods between 12.30 and 2.00pm.

Lunch times are determined by the classroom a student is in for period 5. Students may leave site at lunch time **but must sign out as they leave. On returning to sixth form, they will need to sign back in.**

Those choosing to remain on site for lunch can use the Common Room. We expect students to eat in the common room and not in any of the classrooms, corridors or areas open to visitors.

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.**

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 £5 for the two years. This can be organised on Induction Day.

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.

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 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
- Do not park outside a resident's house, blocking or partially blocking a driveway

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 during 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.

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.

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). 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 3rd 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 to 3 to 4 periods of private, guided study. We have a dedicated room (S10) which is designed for independent study. These sessions are supervised and will start in the second week of term once all students have had time to settle in.

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 STUDENT LEADERSHIP TEAM

Applications for the student leadership 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 Student and Deputy Head Student.

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.