



BULLERS WOOD SIXTH FORM

STUDENT HANDBOOK



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GENERAL INFORMATION

IMPORTANT CONTACTS AND INFORMATION

Director of Sixth Form:	Ms Bellis – D9 ybellis@bwsgirls.org
Head of Year 12:	Mrs Mitchell – D7 nmitchell@ bwsgirls.org
Head of Year 13:	Miss Venton – D7 gventon@ bwsgirls.org
Sixth Form Administration Team:	Mrs Haslett (KS5 Learning Mentor) jhaslett@bwsgirls.org Mrs Parker (Study Supervisor) lparker@bwsgirls.org Mrs Kincaid (Study Supervisor) dkincaid@bwsgirls.org
E-mails concerning admissions, UCAS, references and enquiries:	sixthform@bwsgirls.org
Attendance Officer:	Mrs Alexander
Head Teacher	Mr B Greene
Examinations Officer:	Mrs W Lovell
Head of Careers:	Ms K Lubbock
Examination Centre Number: 14217	UCAS School Number: 11256
Telephone: (Sixth Form Office)	020 8467 2280 - ext. 367
Attendance answer phone: Please see Attendance and Punctuality for details	020 8467 2280 - ext. 366
Website:	www.bwsgirls.org
School Address:	Bullers Wood School St Nicolas Lane Logs Hill Chislehurst Kent BR7 5LJ

TERM DATES FOR SCHOOL YEAR – 2018-2019

AUTUMN TERM 2018

Start of term: Wednesday 5th September
Half term: Monday 22nd October to Friday 2nd November
End of term: Friday 21st December

SPRING TERM 2019

Start of term: Monday 7th January
Half term: Monday 18th February to Friday 22nd February
End of term: Friday 5th April

SUMMER TERM 2019

Start of term Tuesday 23rd April
Half term Monday 27th May to Friday 31st May
End of term Friday 19th July

STAFF TRAINING DAYS

Training days Monday, 3rd September
Tuesday 4th September
Friday 1st March
Friday 28th June
Monday 22nd July

SCHOOL DAY

	Monday	Tuesday - Friday
8:25	Students on site / Go to registration bell	Students on site / Go to registration bell
8:30 - 8:50	Registration or Assembly	Registration or Assembly
8:50 - 9:40	Lesson 1	Lesson 1
9:40 - 10:30	Lesson 2	Lesson 2
10:30 - 10:50	Break	Break
10:50 - 11:40	Lesson 3	Lesson 3
11:40 - 12:30	Lesson 4	Lesson 4
12:30 - 13:20	Lunch (Years 7, 9, 11 and 12) or PD Lesson 5a (Years 8, 10 and 13)	Lunch (Years 7, 9, 11 and 12) or Lesson 5a (Years 8, 10 and 13)
13:20 - 14:10	Lunch (Years 8,10 and 13) or PD Lesson 5b (Years 7, 9, 11 and 12)	Lunch (Years 8,10 and 13) or Lesson 5b (Years 7, 9, 11 and 12)
14:10 - 15:00	Lesson 6	Lesson 6
15:00 - 15:50	Lesson 7	

LOCKERS

Lockers are available in Inglewood to save you carrying your books all over the school for each lesson. You will need to supply your own padlock.

EVACUATING THE BUILDING

If there is an emergency or a fire drill, an alarm will sound continuously. When this occurs: **keep calm and be silent**. Leave bags, books etc. behind. WALK quickly and quietly to the assembly point (see fire notice in the room you are leaving) by the route indicated. The assembly point for the whole school is at the tennis courts.

TOILETS IN INGLEWOOD

Female: Sixth Form female student toilets are located on the ground floor. First door on the left as you enter through the main door.

Male: Sixth Form male student toilets are located on the first floor of Inglewood. Go up the main staircase, the Deputy Head's office (D11) will be on your right and the computer room on your left. Go through the door in front of you - the toilets are on your immediate left. There are also male student toilets on the top floor of Inglewood, in the main hall foyer and link block corridor.

16-19 BURSARY

In cases of severe financial hardship, and/or severe disability, it is possible to be considered for a bursary; further details and the application form are available on the Sixth Form area of our website under the tab "16-19 Bursary". Students in receipt of Free School Meals will be entitled to an allowance each half term.

FREE SCHOOL MEALS

If you are entitled to free school meals your parent/carer needs to complete an application form. They can be obtained from the reception desk at the Civic Centre, Bromley or by completing the application at www.bromley.gov.uk If you have any further questions please speak to your Head of Year.

TRANSPORT

You need to request permission in writing from the Director of Sixth Form if you wish to cycle to school and leave your bicycle on site. You also need to wear a cycle helmet when travelling to and from school.

Students driving vehicles to school should drive with proper attention for other road users and be especially careful near the school site where there are many pedestrians. **We strongly recommend that students DO NOT give lifts to friends as new drivers are more likely to be involved in accidents than more experienced drivers and drivers may be personally liable for injuries to fellow passengers.**

Students' vehicles are not permitted on site unless they are blue badge holders in their own right. A request in writing to the Director of Sixth Form must be submitted if a disabled parking space is required. Parents/carers are not allowed to park on site unless they have made a pre-arranged appointment with a member of staff or are a blue badge holder. There are no parking facilities within the school for parents/carers for out of school or evening events. **Please do not park in St. Nicolas Lane** as this is a narrow entrance and access must be available to emergency vehicles and residents at all times. There is plenty of parking on the roads surrounding the school. Please be mindful that you represent the school in the local area.

Tips for courteous parking:

- Do not park across residents' drives
- Do not park too close to the car in front/behind you
- No loud music
- Take your litter with you and dispose of it at home.

SIXTH FORM LIFE

WHAT IS DIFFERENT ABOUT BEING A SIXTH FORMER?

Although the Sixth Form does have its own identity and way of working, it is still a part of the whole school and younger students will be looking to you to set them an example.

PRIVILEGES

- Your own quiet study areas, common room and the Orangery café
- Non-contact lessons
- The opportunity to organise and participate in Sixth Form activities to develop leadership skills

RESPONSIBILITIES

- To check your school emails each day
- To look after Inglewood and keep it tidy
- To set a good example to the rest of the school in behaviour and attitude
- To work hard at your studies
- To be quiet and productive in the study rooms
- Your appearance should be neat and tidy and conform to the Sixth Form Dress Code at all times
- Mobile devices may only be used in the common areas in Inglewood and not beyond the car park.

GENERAL COURTESY

Sixth Formers are in a privileged and responsible position. A high standard of courtesy and consideration for others is expected at all times and the Sixth Form has a particular example to set to those in lower years. Please do not use bad language in or around the school and move quietly and sensibly around the site; non adherence to this may result in your behaviour being reported to your Head of Year, the Director of Sixth Form and/or the Headteacher.

OFFICIAL POSTS OF RESPONSIBILITY

Each year students are invited to apply to be Head Students and take on various other posts of responsibility.

Students are invited to be considered for positions where they can assist in organising the Sixth Form, and representing the whole school. However we rely on every Sixth Form student to participate in events to continue to make the school a success and for them to be an integral part of the school.

The Head Students are expected to attend official functions and will be asked to make speeches in public on occasions. They will also be the strongest link between Sixth Formers and staff; if you want something to change, then they, and the other prefects are in the best position to put suggestions forward. Subject Prefects are appointed for each subject as well as Senior Prefects. These students will assist Heads of Department and Heads of Year at events.

We will ask our Year 12 students to volunteer for applicant prefect posts early in the year. Commitment to an applicant prefect role will support applications for the Head Student, Deputy Head Student, Senior Prefect and Subject Prefect roles.

For the academic year 2018 to 2019 our Student Leadership team will be:



Head Students: Abigail Assock

Jasmine Haffenden

Deputy Head Students: Favor Nwosu, Nancy Andrews, Anna Davey, Oscar Harrison, Kiarna Whitely

SIXTH FORM EXTRA CURRICULAR ACTIVITIES

In Year 12 you will be invited to participate in a course of extra-curricular activity. These range from sporting activities to accredited qualifications such as Personal Finance and the Extended Project (EPQ). The Sixth Form team oversees this programme and will provide supplementary material and information to guide you through the choices available.

Some of the opportunities we offer include: assisting with lower school forms and in lessons, work shadowing and work experience, organising and taking part in sporting events, working with the wider community, charity events, Summer Fayre, the Debating Society, Pride Youth Network, Medicine Society, History Society and Black African and Caribbean Society.

Please see your Head of Year if you have any requests for additional activities.

EDUCATE & CELEBRATE

Educate & Celebrate is an Ofsted and DFE recognised Best Practice Programme that gives staff, students, parents and governors the confidence and strategies to implement an LGBT+ Inclusive curriculum to successfully eradicate homophobia, biphobia and transphobia from our schools and communities.

This means it helps us to create a school where students and staff are able to be themselves and everyone feels safe and happy. If you or other students are having problems because of being lesbian, gay, bisexual or transgender then please speak to your Head of Year, Tutor or another member of staff.

PRIDE YOUTH NETWORK

We also have an established school Pride Youth Network at Bullers Wood School, regularly attended by some of our sixth formers. Led by Mr Benson, it is a weekly meeting of a group of students who discuss how our school can further ensure equality and celebrate diversity, as well as providing a support network for anyone who may have any worries or concerns regarding LGBT+.

POLICIES AND RULES

SIXTH FORM DRESS CODE

Our Sixth Form is a place to learn and prepare for the working world. Sixth Form students are role models for the rest of the school who are dressed in school uniform, and therefore the dress code is geared towards a smart and formal appearance.

Sixth Form students will be issued with an ID pass and a lanyard which they are required to wear at all times whilst on site.

Sixth Form students may choose from:

- Traditional two-piece matching suit, incorporating a tailored jacket and trousers/skirt in conventional colours, i.e. brown, blue, grey, or black. Trousers should be full length. Skirts must be worn with tights and be mid-thigh length as a minimum.
- A conventional shirt or blouse – plain, or modestly patterned providing it is tailored and designed for formal wear. It must have sleeves and must not be low cut; it must cover shoulders and midriff. T shirts are not permitted.
- A tie is optional.
- A plain fine knitted V-neck jumper or cardigan in a conventional colour can be worn under the suit jacket.
- Plain smart shoes in a single dark colour. Heels should be less than 5cm high. Boots no higher than the ankle.
- Fabric coat with long sleeves. Large logos, denim, leather, suede, PVC and fur coats/jackets are not allowed.

Jackets must be worn at all formal events, e.g. (but not exclusively) assembly, photographs. Jackets can be removed in lessons and the rules may be relaxed on very hot days.

In Technology, PE, Drama, Dance or Science students may be required to bring in protective or specialist clothing to be worn during these lessons, but not around school.

Jewellery must be subtle and consistent with smart formal dress. Apart from earrings, no other visible piercings or spacers are permitted, and it is not acceptable to cover up additional piercings with, for example, plasters or retainers. The same rule applies to tattoos which should not be visible at all. Headwear and hats should not be worn in lessons (except for parentally confirmed religious or medical reasons). Hair should be of natural colour and appearance and extreme hairstyles are not permitted.

Items such as 'Hoodies' and inappropriate piercings will be confiscated and sanctions will be applied in line with school policy.

First occasion	30 minutes detention after school.
Second occasion	1 hour detention after school.
Third occasion	Senior Leadership Detention. A meeting will be arranged with parents/carers. Repeat occurrences will result in further time spent in the Inclusion suite for defiance.

ATTENDANCE AND PUNCTUALITY

Attendance

If you are unable to attend school due to illness, your parent/carer must telephone our attendance answer phone on extension 366 before 8.25am on every day of an illness, quoting clearly your name, year and form, the reason for absence and when you are anticipated to return. On returning to school you must give your Form Tutor a letter of explanation from your parent/carer. Where an absence exceeds 5 working days due to illness, (excluding the weekend) you will be expected to provide to the school medical evidence (appointment cards, prescriptions, letters or a medical certificate) from a doctor.

If you are taken ill during the school day, you must speak to your Head of Year or a member of the sixth form team, who will judge whether you need to go home.

If you miss lessons through absence, whatever the reason, you must be prepared to make up all the work set on each day, both in class and set for homework. You may be required to attend additional supervised study sessions.

You may leave school at lunchtime if you have no timetabled lessons in the afternoon. You are NOT permitted to leave school before this time. You are NOT permitted to undertake any employment during school hours of 8.30 to 3.00 even if you have no afternoon lessons. Failure to follow these rules will result in the withdrawal of privileges and/or the application of sanctions. ALL students MUST sign out at Bullers Wood House if leaving before 12.30pm for an appointment; this is an important Health & Safety requirement. To leave the school site before lunch break, sixth formers will need an official letter or appointment card checked and signed by their Head of the Year. If this is agreed, the students can sign out manually at reception, the gate will only be released to exit if this procedure has been followed.

Your attendance to school should be at or above our whole school target. Sixth form tutors and the sixth form team monitor attendance regularly, and any student whose attendance falls below the school target will receive a warning letter and an expected attendance target. Parents/carers may be called to a meeting to discuss any concerns. Persistent absence may jeopardise your place in the sixth form and entry for examinations.

Punctuality

School starts for ALL Sixth Form students at 8:25am each day; attendance to tutor time and assemblies is compulsory. Students must be on the school site at 8.25am prompt. You will be marked late if you are not in registration before 8:30am.

Your parent/carer must telephone our attendance answer phone on extension 366 if you are expected to be in school later in the morning – e.g. attending an urgent dentist or doctor's appointment. Lateness to school and lessons is inconsiderate to other students as well as the teacher as it causes unnecessary stress and disrupts learning. In accordance with the school's behaviour policy, if you are late to school you will be required to attend a 30 minute detention the same day. If you do not attend this detention, it will become a one hour leadership detention on the Friday of the same week. Persistent lateness may jeopardise your place in the sixth form and entry for examinations.

Please note:

- Requests for holidays during term time will not be authorised
- Medical and dental appointments should be made outside school hours
- Driving lessons should be outside school hours

At times of inclement weather, please look at the school's website www.bwsgirls.org and Twitter feed @Bullerswood on a regular basis.

Members of staff are not allowed to give you any medication, so please do not ask for painkillers or other medicines.

Your parent/carer should make sure that we have details of ALL medication and/or medical conditions which apply to you, and keep the school informed of current emergency contact numbers - on our annual Data Collection Form; or by letter addressed to the Director of Sixth Form at other times.

PART TIME WORK

Most Sixth Form students have some form of part time work and in many cases this can blend in satisfactorily with studies. However, A Level studies and Level 3 BTEC coursework require a considerable commitment to private study: at least **five** hours of work per subject outside of lessons. There is increasing concern that some students give priority to paid work ahead of studies, with the inevitable result of lower grades, occasional failure and missed university and career opportunities. Talk to a member of the Sixth Form team if you feel this becomes a problem or if you feel that employers are putting pressure on you in any way. **As a general rule you should not be exceeding ten hours of paid work per week and under NO circumstances should you ever work during the school term between the hours of 8.30am and 3.00pm**, even if you have no scheduled lessons. We expect you to re-arrange any work shifts which clash with after school sessions.

MOBILE PHONES

Sixth Form students are free to use their phones outside lessons around Inglewood, however they may not use their phones in class or past the pathway to the science blocks.

Mobile phones which are used inappropriately will be confiscated until the end of the week (Friday at 15:00 pm), or until a parent/carer is able to collect it by prior appointment from our reception desk in the main school.

E-SAFETY AGREEMENT

Keep safe: Stop, think, before you click!

- The computer system is owned by the school. These rules will keep everyone safe and help us to be fair to others:
- I will only use the school's computers for schoolwork and homework
- I will only delete my own files
- I will not look at other people's files without their permission
- I will keep my login and password secret
- I will not bring files into school without permission
- I will ask permission from a member of staff before using the Internet and will not visit Internet sites I know to be banned by the school
- I will only e-mail people I know, or my teacher has approved. Anonymous messages and chain letters are not permitted
- The messages I send, or information I upload, will always be polite and sensible
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless my teacher has given permission
- The use of chat rooms is not allowed. I will never arrange to meet someone I have only ever previously met on the Internet
- I will not communicate with staff on social networking sites such as 'Facebook'
- I will only e mail staff using my school e mail account
- If I use Twitter or other social networking sites I will never bring the school's name into disrepute
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher/responsible adult

EXTERNAL VLE & EMAIL ACCESS

<http://www.bwsgirls.org/> - Useful Links at the bottom of the homepage will take you to the Student VLE and E-mail Links

For the User name, type in: your 4 digit number

For the password, type the same password you use on the school computers.

CYBER-BULLYING - FACEBOOK – TWITTER – INSTAGRAM - SNAPCHAT

THINK BEFORE YOU SEND!

If you receive malicious mail: 1. DO NOT REPLY; 2. SAVE IT; 3. TELL SOMEONE

SCHOOL TWITTER FEED

Our twitter feed address is @Bullerswood, check here for regular updates

THE FORMAL WARNING SYSTEM

All Sixth Form students sign a Home School Agreement on entry to Bullers Wood Sixth Form. If a student fails to adhere to the criteria of our behaviour policy as outlined in the Agreement, then sanctions will be applied and measures will be put into place whereby if the student fails to meet the criteria set out by the Director of Sixth Form within a stated period, the student will be asked to leave the school. This will be discussed at a meeting between the Director of Sixth Form, the student and parents/carers.

Formal Warnings will be issued as a result of a student committing several minor offences, or one serious offence, depending on the circumstances. Parents/carers will be invited into school to discuss strategies for improvement. On the Final Warning students will be asked to leave school if there are any further incidents.

ALCOHOL, ILLEGAL DRUGS & WEAPONS

Bullers Wood School operates a zero tolerance policy on the following items which are banned from school:

- aerosols, perfume sprays or energy drinks
- any substance which is dangerous, illegal, harmful to others (in particular knives, weapons or harmful drugs including alcohol).
- pornographic images or inappropriate material
- any article that school staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the student).

Alcohol, illegal drugs and weapons are not permitted to be brought to school, or otherwise obtained on the school premises or on a journey to or from school, or at any point during the school day, including when on school trips and visits.

Students must not be under the influence of drugs or alcohol whilst on the school premises, or on a journey to or from school, or at any point during the school day including when on school trips and visits.

Any student found to be, or having been in, possession of alcohol, illegal drugs or weapons, pornographic or inappropriate material, or under the influence of alcohol or illegal drugs on the school premises, on a journey to or from school, or at any point during the school day, including when on a school trip or visit, is likely to face permanent exclusion and a possible criminal record.

Smoking is not allowed anywhere on school premises, when students are off site wearing school uniform or in proximity of the school site. Students caught smoking, in the company of smokers or in the possession of E-cigarettes, lighters, papers or any form of smoking associated paraphernalia will be referred to inclusion.

Please note that this list is not exhaustive and the Headteacher may consider other items to be inappropriate if he/she believes the item will cause harm, distress or injury to another.

INFORMATION ABOUT YOUR STUDIES

COURSES UNDERTAKEN

On entering the Sixth Form, all courses are considered 'provisional' for the first few weeks to enable unexpected difficulties, timetable changes etc. to be resolved. Courses are official contracts and any change of course must be negotiated through the proper channels. A change of course form should be obtained from the Sixth Form Office and you may only change to a course for which you have met the entry requirements. You can only change to a course which is not already full; it may be possible to put you on a waiting list for an oversubscribed course but you would need to continue to attend lessons for your original subject until a place became available. There will be a mock examination at the start of the second half term for all Year 12 students. For more information on courses and entry requirements, please see the Sixth Form area of the main school website.

TUTORIAL ARRANGEMENTS

Each student is allocated to a Form Tutor who is responsible for monitoring the academic progress and general welfare of the student. The same tutor will normally continue with the group for two years. All students are involved in a programme of personal and social development with the accent on developing study skills and exploring a range of wider issues, through debates, guest speakers, discussion etc. Attendance at these sessions is compulsory. In these sessions you will also be guided through your UCAS application.

You are required to attend your tutor periods every morning.

To make sure you have chosen suitable courses and are on track to achieve to the best of your ability, you can expect close monitoring by your Form Tutor of the following:

- Marks awarded for work done in class and at home
- A regular assessment of attainment and effort and your ability to meet work deadlines
- Regular analysis of your attendance and punctuality at lessons and to school
- Causes for concern raised by teachers as well as positive contributions
- Your contribution to Sixth Form and school life, and your preparation and planning for when you leave school
- Targets discussed and set to improve your performance.

Monitoring your academic progress will also form part of your tutor sessions and throughout the year you will attend one-to-one sessions with your tutor to discuss progress, set targets and devise a personal programme of monitoring, if necessary.

PROVISION AT BULLERS WOOD FOR SILENT SUPERVISED STUDY

You are able to use your laptop or tablet for study purposes in Inglewood, which is Wi-Fi enabled.

The password to connect to Bullers Wood Wi-Fi is bullerswood. You also have access to Nexus 7 tablets during study periods.

You will be timetabled for a number of supervised study periods in one of our silent study rooms.

We request that you to adhere to the following guidelines whilst using the study rooms

- Silent focused study and showing consideration to your peers
- Please do not eat or bring food into any lesson or supervised study session
- Your mobile phones, MP3 players and iPods must be away in your pocket or bag

If you miss a supervised study session you will be asked to complete an after school supervision session to make up for the time missed.

If you are not timetabled for a study period but there is space in a study room, you may work there, however:

- Computers are prioritised to students registered for that session
- If you are using study rooms then, like the people who are registered there, you must stay until the bell goes at the end of P2, P4 or P6
- There may be times when students will be asked to study elsewhere if they are not registered to in the study rooms and they are full

There is an unsupervised silent study room in B9 for the sole use of Year 13 students. You may listen to music quietly using earphones but you must keep mobile phones, MP3 players and iPods away in your pocket or bag.

TARGETS

You will receive 2 interim reports and a full report each year. When you have read your reports carefully and considered your progress and attainment so far, decide on two targets to aim for over the rest of this academic year which will help you to improve your performance.

Year 12 students will sit end of year examinations in June. These grades, together with your progress throughout the academic year, will form the basis of predicted grades. Please note that you will need to achieve a minimum of an E grade prediction to continue a course in Year 13. The end of year examination result will be a significant factor in determining this grade and you will receive these results before the end of summer term.

Predicted grades will enable you to investigate which universities, careers, apprenticeships and courses are suitable and achievable.

INDEPENDENT STUDY

The nature of homework changes significantly in the Sixth Form and students are expected to be more independent in allocating time to study. However a good general guideline is that you should allocate **FIVE HOURS** per week outside lessons to each subject. You must meet all deadlines set. Good private study habits are an essential requirement of proper Sixth Form study. Given the relatively few periods available it is important that time is used productively as it is clear that students who waste time will fall behind in studies. In cases where students' progress becomes a cause for concern, a private study monitoring system may be implemented. Students should be mindful of others when not in the study areas and behave in a sensible manner. Please be aware **NO MUSIC** is permitted except quietly through personal headphones. Staff acknowledge that there may be times when you have completed written or practical tasks required for your studies. However, time can always be spent reading or researching around your subjects or practising examinations. The response of having 'nothing to do' will never be accepted. If you are struggling to complete work by a set deadline please go and see your subject teacher before the deadline to discuss options available. Staff are more than happy to offer support and advice.

PERSONALISED LEARNING CHECKLISTS

Every Sixth Form student will be given Personalised Learning Checklists (PLCs) or a tracking sheet in every subject. The use of a Personalised Learning Checklist is a vital tool for students to track what they do and don't know, using the themes and elements of the programme of study. The tracking document will be used to show what units or topics they have and have not completed. Students will be tested regularly to confirm their understanding of the topics covered. Students following BTEC courses will have an interim review.

MONITORING YOUR ACADEMIC PROGRESS

Heads of Department for your subjects will closely monitor your progress and liaise with your Head of Year and the Director of Sixth Form should the need for closer support and intervention be required. Students performing under target will be required to attend timetabled and supervised study periods in addition to the sessions allocated automatically at the start of each year.

EXAMINATIONS AND COMPLETION OF COURSES

Arrangements for public examinations are published and communicated to each student by the Examinations Officer (Mrs Lovell in Bullers Wood House). **Students are responsible for checking Statements of Entry and notifying Mrs Lovell of any anomalies.** Each student is responsible for making her/himself fully aware of all administration, timetables and regulations involved by consulting the Sixth Form team, subject teachers and the Examinations Officer. Information regarding examinations is published on the school website by the Examinations Officer and we strongly urge each student to ensure they fully understand all the exam requirements.

After results are published students may apply for photocopies of their examination scripts, request re-marks of their papers or apply to resit the examination at another sitting. There are fees payable to the exam boards and there are deadlines involved; information is published by the Examinations Officer but if you are uncertain of any aspect please speak to Mrs Lovell as soon as possible.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) and EXAMS

If you have not already informed us of any additional needs you have on the enrolment form when you joined Sixth Form, please speak with a member of the Sixth Form team about the specific needs or disabilities which you feel may have an impact on your learning. It may be possible to arrange additional support for examinations and help with your class work.

At the very least, it is important that your subject teachers are aware of any special needs or disabilities in order to assist you in the classroom.

VISITS AND COURSES

All visits and extra-curricular events will be costed and students will normally be asked for their contribution. Students with financial difficulties should contact the Director of Sixth Form as financial assistance may be available.

LIFE AFTER BULLERS WOOD

PLANNING FOR YOUR FUTURE

Whether you are intending to go into employment, an apprenticeship or university after the Sixth Form, you will need to put some serious thought in to planning and preparation for the next step after you leave school.

CAREERS EDUCATION AND GUIDANCE

We provide the following facilities for all students:

- Accurate and up-to-date careers information which tells you about opportunities in education, training and work
- Individual interviews, if requested, with the Independent Careers Advisor to obtain guidance which helps you to make decisions about your future
- Careers activities and access to careers computer programmes in school such as UniFrog
- Support from our teaching staff, Form Tutors, employers, and Sixth Form team.
- Regular seminars to promote courses e.g. talks from Admissions Tutors on subjects such as Law, Medicine and Engineering
- Work Experience or work shadowing in preparation for future career pathways.

Mrs Lubbock, our Careers Advisor, will be able to offer advice and guidance on your next steps. klubbock@bwsqgirls.org

CAREERS/UNIVERSITY PREPARATION/ WORK EXPERIENCE

There is no longer a statutory work experience week, but it is recognised that some students will find it beneficial to have a period of work experience on their CV/UCAS application. It is important that students intending to go to university to study Medicine or Teaching undertake work experience. You will have to gain permission from your Head of Year and Ms Bellis to attend work experience during term time. Once this permission has been granted you must notify Miss Lubbock who will complete the necessary checks before you attend. Miss Lubbock can advise and sometimes provide company names and contacts for 6th Form WEX.

APPLICATIONS FOR HIGHER EDUCATION

Applications for Higher Education institutions are dealt with centrally. This means that you do not apply to individual places but instead fill in one form, online, with five choices (four for Medicine) of places where you might like to gain admission. The UCAS form is completed and sent off early in the autumn term of Year 13, which means that by the end of Year 12 you need to have a good idea of what you want to study and be familiar with UCAS Apply.

A Higher Education & Careers Evening is held in the spring term for Year 12 students and parents – we will usually have speakers from universities and companies that will consider applications from A level students who do not wish to follow a course at university.

Your tutor will always be available to discuss any aspect of the process throughout your two years in sixth form, and further support is given as part of the Enterprise Week in the summer term of Year 12. We also use UniFrog, an online careers and university programme. The vast majority of research for courses and universities is now completed on-line.