



BULLERS WOOD SIXTH FORM

STUDENT HANDBOOK



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WELCOME

Welcome to Bullers Wood Sixth Form. After a challenging time in Year 11 you are now setting out together on a new phase in your education and in your life. Year 12 in Sixth Form is going to be a busy, dynamic and enriching experience for all of you.

All students in our Sixth Form follow either a two-year A-Level or BTEC programme of study with exams or coursework as the mode of assessment. Students will also sit an end of Year 12 exam and Year 13 students an A-Level mock in January. Students will also have the opportunity to undertake the EPQ (Extended Project Qualification), which has been a real area of success in recent years.

As well as academic study the Sixth Form presents many other opportunities in the form of trips and extra-curricular activities. This handbook holds some of the information, but if you feel there is a club or society that is missing do not hesitate to talk to someone in the Sixth Form or Student Leadership team about how you might help to set that up in school.

Even in Year 12 Bullers Wood students have their eye on the future. Our opportunities for student leadership in Year 12 and 13 provide the opportunity to improve teamwork and leadership skills and it looks great on UCAS and job applications of course. We encourage all of you to consider what role you can take in this team and wider school community to support your own development and help the Sixth Form to provide role models for our younger students at both the Girls and Boys schools. To further support you we have close links with employers and higher education institutions who come in for talks and presentation evenings, all of which are designed to give Bullers Wood students the best start on your path to a future career.

Being part of the Sixth Form and taking A-Level exams is particularly important, but it is not the whole picture of how we work and what we do. Elsewhere you will read about the role of student leadership, the tutor system and study periods, but here we are also concerned about the wider community. We encourage you to look beyond the school community and make a difference, any charity that catches your eye or ear can benefit from fundraising and support. So, whatever it is that you care about and whichever charity you want to raise money for or give time to, the opportunity is there. Just do it!

This handbook should provide you with most of the information you need about life in the Sixth Form, everything from extra-curricular activities to where the lockers are located. If there is anything you cannot find in the handbook, please do not hesitate to contact the Sixth Form team and we will answer your query as soon as we can.

As we start this new school year, I urge you all to make the most of your time here with us, both within and outside of the classroom.

Miss Levey

Director of Sixth Form

GENERAL INFORMATION

IMPORTANT CONTACTS AND INFORMATION

Director of Sixth Form:

Miss Levey
klevey@bwsgirls.org

Head of Year 12:

Mrs Mitchell
nmitchell@bwsgirls.org

Head of Year 13:

Miss Venton
gventon@bwsgirls.org

Sixth Form Administration Team:

Mrs Parker (Admissions)
lparker@bwsgirls.org
Mrs Haslett (KS5 Learning Mentor)
jhaslett@bwsgirls.org
Mrs Kincaid (Study Supervisor)
dkincaid@bwsgirls.org
Mrs Haffenden (study Supervisor)
shaffenden@bwsgirls.org

**E-mails concerning admissions,
UCAS, references and enquiries:**

sixthform@bwsgirls.org

**Head Teacher
Examinations Officer:**

**Mr S Hardwick
Mrs W Lovell**

Examination Centre Number: 14217

UCAS School Number: 11256

**Telephone:
(Sixth Form Office)**

0208 467 2280 - ext. 367

Attendance

**Please use School Gateway app to report an
absence
See Attendance and Punctuality for
Further details**

Website:

www.bwsgirls.org

School Address:

**Bullers Wood School
St Nicolas Lane
Logs Hill
Chislehurst
Kent
BR7 5LJ**

School Telephone number:

020 8467 2280

Twitter:

@BWSixth

TERM DATES FOR SCHOOL YEAR – 2022 – 2023

AUTUMN TERM 2022

Start of term: Monday 5th September (Year 12 only) Tuesday 6th September (Year 13)
Half term: Monday 17th October to Friday 28th October
End of term: Friday 16th December

SPRING TERM 2023

Start of term: Tuesday 3rd January
Half term: Monday 13th February to Friday 17th February
End of term: Friday 31st March

SUMMER TERM 2023

Start of term Monday 17th April
Half term Monday 29th May to Friday 2nd June
End of term Friday 21st July

STAFF DEVELOPMENT DAYS

Training days Thursday 1st September
Friday 2nd September

SCHOOL DAY

Time	Year 12	Year 13
8:25	Students on site	Students on site
8:30 – 8:35	Ready to Learn/Registration	Ready to Learn/Registration
8:35 - 9:25	Lesson 1	Lesson 1
9:2 - 10:15	Lesson 2	Lesson 2
10:15 - 10:35	Break	Lesson 3 (10:15 – 11:05)
10:35 - 11:25	Lesson 3	Break (11:05 – 11:25)
11:25 - 12:15	Lesson 4	Lesson 4
12:15 - 13:20	Lunch (35 mins) followed by Assembly /Personal Development	Assembly /Personal Development followed by Lunch (35 mins)
13:20 - 14:10	Lesson 5	Lesson 5
14:10 - 15:00	Lesson 6	Lesson 6

*All students must be in Lesson 1 by 8:30, arriving to your class room after this time is regarded as late to school.

SIXTH FORM LIFE

WHAT IS DIFFERENT ABOUT BEING A SIXTH FORMER?

As a Sixth Form student you now have more independence, more freedom and you will be studying subjects that you have chosen. This is the time you get to explore those subjects in more depth and challenge yourself in new ways through academic pursuits, extra-curricular interests and managing your work-life balance. With that comes a sense of responsibility and a new position as a role model for our younger students in both the Girls and Boys schools.

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 and Show My Homework
- 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.

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 LAMDA, DofE 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, the Debating Society, Pride Youth Network, Medicine Society, History Society, STEM 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 experiencing 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. Weekly meetings of a group of students 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+.

LOCKERS

Lockers are available in the basement of Inglewood to save you carrying your books and folders around 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.

Gender Neutral: This is located on the first floor of Hydeswood.

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". Application forms can be collected from outside the Sixth Form office in Inglewood. (D8)

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.

CAFÉ AND FOOD

We have a café in Inglewood called The Orangery that is open exclusively to Sixth Form students and staff. The café is open from 8am until 1pm and serves a great selection of hot and cold food as well as cold drinks and barista style coffee.

Please do not order food to be delivered to school via Apps. You are not allowed to accept deliveries as this risks violating our school child protection and safety policy.

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 requires a smart and formal appearance.

Sixth Form students will be issued with an ID pass and a lanyard which they are required to wear around their neck **at all times** whilst on site. It should also be used to tap in and out at the school gate.

Sixth Form students may choose from:

- Traditional two-piece 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 plain 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 not be very low cut; it must cover shoulders and midriff and be worn with a suit jacket. T shirts and vest tops are not permitted.
- A tie is optional.
- A plain fine knitted V-neck jumper or cardigan can be worn under the suit jacket.
- A plain or modestly patterned conventional dress appropriate for formal office wear. It must be worn with jacket/blazer and plain tights. It must not have thin straps or be very low cut. It must be at least mid-thigh in length.
- Plain smart shoes in a single dark colour. Heels should be less than 5cm high. Boots no higher than the ankle. Trainers or canvas shoes are not permitted.
- Fabric coat with long sleeves. Large logos, denim, leather, suede, PVC and fur coats/jackets are not permitted.

Formal suit jackets or blazers must be worn while walking around the school site and 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. Earrings and a small plain stud piercing in **one side** of the nose are allowed. **No other visible piercings or spacers are permitted, including nose rings and septum piercings.** 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 and accepted religious or medical reasons). Hair should be of a natural colour.

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

ATTENDANCE AND PUNCTUALITY

Attendance

If you are unable to attend school due to illness, your parent/carer must notify school using the School Gateway app before 8.25am on every day of an illness, quoting clearly the date and reason for your absence and when you are anticipated to return. 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.

Please schedule medical appointments outside of school hours. Where this isn't possible, please bring your appointment letter into the sixth form office in advance of your appointment so we can record it in your attendance record.

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 discuss with you 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 8.30am to 3.00pm 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 the Sixth Form office if leaving before lunch break 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 in the Sixth Form office, 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.

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 by email - addressed to your Head of Year.

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 registered before 8:30am.

If you are expected to be in school later in the morning – e.g. attending an urgent dentist or doctor's appointment, your parent/carer must notify school using the School Gateway app before 8:25am. 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 following day. If you do not attend this detention, it will become a 1 hour 45 minute 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 @BWSixth on a regular basis.

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 cycle shelter. Phones cannot be used to take photos or videos anywhere on school site unless there has been prior permission given by the Headteacher.

Mobile phones which are used inappropriately will be confiscated until the end of the week (Friday at 3 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

SIXTH FORM TWITTER FEED

Our twitter feed address is @bwsixth, 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 or vaping is not allowed anywhere on school premises, when students are off site wearing school uniform or in the local area outside 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. For more information on courses and entry requirements, please see the Sixth Form area of the main school website.

If you start a course in September and wish to change to an alternative subject, you have until the Friday of the second week of October to request a change. After this date you may be charged for your exam entries.

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 day.

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 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
- You may listen to music quietly using earphones but you must keep mobile phones 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

TARGETS

You will receive 2 interim reports and a full report each year. Read your reports carefully and consider your progress and attainment so far.

Year 12 students will sit end of year examinations in May. UCAS and Apprenticeship predicted grades are generated centrally and are based on your target grades.

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 previously had any Exam Access Arrangements - extra time; reader; rest breaks; use of a word processor; prompter or any other then it is important that you read this message.

When you join year 12 your access arrangements **do not** automatically roll over, a new application has to be applied for at the start of your GCE course.

In order to do this, you will need to:

- **Introduce yourself to the SEN department as soon as possible at the start of term. The sixth form team will advise where this is located if you are new to Bullers Wood.**
- Contact your previous school and either; ask them to forward your Form 8 and other relevant documents to SEN Department; post the documents to school clearly marked for the attention of the SEN Department; or collect the documents yourself and hand them to the SEN Department in Bullers Wood House
- Provide the school with copies of any diagnostic reports that are relevant to your learning difficulties

Please note: We are unable to contact your previous schools due to data protection rules.

If this information is not supplied, or you do not notify us that you have previously had Access Arrangements then it will probably not be possible to process a late application and you will therefore not be permitted access arrangements in your future GCE exams.

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
- 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.

Our Careers Advisor, will be able to offer advice and guidance on your next steps.

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 the Director of Sixth Form to attend work experience during term time. Once this permission has been granted you must notify The Careers Team who will complete the necessary checks before you attend. The Careers Team 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 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. The vast majority of research for courses and universities is now completed on-line.