



# Hellesdon Sixth Form Centre

## Parent/Carer Handbook

## Welcome to the Sixth Form.

### Some brief information as your son/daughter enters Y12

I am delighted your son/daughter has chosen to undertake their Post-16 studies at Hellesdon Sixth Form. This is a nerve-racking time for parents/carers – your son/daughter is no longer a child but a fast maturing young adult. However, it is also an exciting time; they are starting to make choices, often quite difficult ones, about their future and where they want to go in the world. Your support is crucial.

The aim of this booklet is to provide you with key information about the Sixth Form and the way we work to support our students. All students will have now enrolled on their chosen courses, picked up a personalised timetable and been assigned a Personal Tutor. As a Sixth Form we have very high expectations of each and every student and they too should have high expectations of themselves – with your support they have done well to get here. However, as you no doubt suspect, the work now moves ‘up a gear’!

I wish you the best of luck in your supportive role as your son/daughter starts their Post-16 studies. Although they may not say it, they do need that supportive/guiding hand that you, as their parents/carers offer. Their time in the Sixth Form will pass all too quickly and before you know it they will be off to university or starting their first job/Apprenticeship.

I hope you find this booklet useful and informative. If there are any questions that still remain unanswered please don’t hesitate to contact the Sixth Form Team using the contact details in this booklet.

I look forward to working with you over the coming year.

Mr. R. Taylor

Director of Sixth Form

# Contents

The booklet is set out in alphabetical order and contains information on items we feel will be useful to parents/carers. It is designed as a 'first port of call', but obviously cannot contain the answers to every possible question parents/carers may have. If you need to contact the Sixth Form for any reason please do so via the following routes

TEL: (01603) 254344

Fax: (01603) 487602

E-mail: [sixthform@hellesdon.net](mailto:sixthform@hellesdon.net)

All the information contained in this booklet is also available on the website [www.hellesdon.net](http://www.hellesdon.net) (click on the Sixth Form tab at the top of the screen)

## **Key People in the Sixth Form**

Mr. R. Taylor – Director of Sixth Form

Mrs. E. Kelleway – Head of Y12

Mrs. V. English – Head of Y13

Mrs. Sabrina Woodhouse – Sixth Form Coordinator.

Miss. Sophie Grimmer – Sixth Form Study Centre Supervisor

Ms. Lisa Knight – Sixth Form Pastoral Support Worker

## **Attendance & Punctuality**

Two of the main factors contributing to success at Post-16 level are attendance and effort. It is no lie to say that students who attend well and work hard do well. There is also much more emphasis on students at A Level organising their time and working independently.

As a Sixth Form we expect students to:

- Maintain 100% attendance; this includes taught lessons, Private Study sessions, Conference (once a week) as well as Tutor Time (Monday-Wednesday each week) and Personal Tutor Review Meetings (twice per ½ term)
- Be punctual to all organised sessions (lessons, Private Study sessions etc)

Where attendance slips below 95% in any fortnightly period students will be seen by Heads of Year (HOYs). The aim of this is to support students back to 100% attendance.

**NOTE:** 90% attendance equates to missing approximately a whole ½ term over the two year A Level or Btec course.

## **Behaviour**

Sixth Formers are the senior students in the school and as such are very much role models for younger years. Excellent behaviour is expected at all times when on and around the site, in lessons and when interacting with school staff and visitors.

## **Bursary**

The 16-19 Bursary is designed to assist those students who, for financial reasons, find attending Sixth Form a struggle. There are eligibility criteria set out by the government as to who is eligible for help. Further information is available from the Sixth Form Office.

## **Careers Advice**

We know Sixth Form is a 'stepping stone' on to either University, Apprenticeship or employment. Every student will have the opportunity of an individual Information, Advice & Guidance (IAG) interview with Mrs. Warnock (IAG Coordinator) at some point during the year. Students are also free to book appointments if they feel extra advice would be useful. Students/parents should contact [rwarnock9nr2@nsix.org.uk](mailto:rwarnock9nr2@nsix.org.uk) or (01603) 254346

## **Concerns**

General concerns can be phoned in to the Sixth Form Admin Team on (01603) 254344 or via e-mail [sixthform@hellesdon.net](mailto:sixthform@hellesdon.net). If Sophie or Sabrina are unable to help you, they will be able to direct you to the colleague(s) who can.

If you are concerned about your son/daughter's performance in a subject, in the first instance, contact the subject teacher. If you have concerns across more than one subject, please contact your son/daughter's Personal Tutor via the Sixth Form Reception.

## **Dress Code**

We do not have a 'formal' Dress Code. Students should dress appropriately for a school environment where there are younger students present. This would include (but not be limited to) no offensive slogans on T-Shirts or items of clothing that expose too much! We reserve the right to send students home to change, if it is deemed they are wearing inappropriate clothing.

## **E-mails**

All students in Sixth Form have a school email account (nsix). E-mail is an important way in which we will contact students, often with information sent from outside agencies about university, Apprenticeships etc, as well as day to day items. Y12 students should get in to the habit of checking their e-mail **at least once a day** as there may well be important messages for them.

## **Educational Visits**

During the year Sixth Formers will be involved in various visits/trips (depending on the subjects taken). Students are advised to talk to their subject teachers in September so they can establish approximate dates for visits. This will then allow parents/carers to plan for any financial outlay.

## **Equipment**

Students will be informed of specific subject requirements by their teachers. In general students will need files and dividers to organise work. They should ensure that they have pens, pencils, highlighters, a ruler and calculator for all lessons.

## **Exams**

Exams will take place in the main sports hall at the school in the Summer Term. Individual exam timetables will be issued well in advance by the Examinations Officer. It is the students' responsibility to get to and from the examinations. Except in cases of serious medical issues, any instances of exams being missed then students may be charged the cost of the unit missed. Any retakes are paid for by students.

## **Expectations**

The Sixth Form has very high expectations of all students, regardless of ability. All students will be encouraged to do their best in their chosen subjects. As the senior students in the school they are expected to take a lead on behaviour, work ethic and commitment to Hellesdon High School and Sixth Form and represent the best qualities of students, both inside and outside the school.

## **First Aid**

We believe all students should have a basic knowledge of First Aid. Every student in the Sixth Form will complete a basic online First Aid training course during the year. There will also be an opportunity for those students who wish to extend their knowledge past this simple level.

## **Free School Meals**

Students who attend school Sixth Forms are able to claim Free School Meals (subject to eligibility). Please contact the Main School in the first instance.

## **GCSE Maths & English**

A grade 4 in English and Maths is an absolute must for most jobs and universities. If any student has not gained a grade 4 in English and/or Maths they will be expected to attend timetabled lessons in order to retake these exams. There will also be compulsory intensive one day revision sessions near exam time. These are designed to support students in gaining this important grade 4.

## **Google Classroom**

This is an online system (accessed from the school website or student email) used by teachers to set any homework assignments. It will also be used should we have to close due to a Covid-19 issue.

## **Group work**

We appreciated that certain subjects or tasks need students to work together during Private Study. As the Study Centre is an area of quiet work, there is an area, which can be booked in advance, to allow students to undertake group work and discuss work when necessary. This can be booked each day via Sophie.

## Holidays (during term time)

Due to the intense nature of A Level and L3 Btec courses, we would strongly advise holidays are not taken during term time. However, if there are extenuating family circumstances please contact your son/daughter's Head of Year. Holidays are classified as unauthorised absences for government purposes.

## I.D. Cards

We take the safety of all students at Hellesdon High School very seriously. Due to these Safeguarding measures, as Sixth Formers do not wear a uniform, all Sixth Form students are required to wear a Student I.D. Card. This should be worn clearly around the neck on the Hellesdon High Sixth Form Lanyard provided. The I. D Card must be worn while on site at the school. Students are issued with instructions in case of forgotten/lost I.D.Cards. Students are also able to use their I.D.Card to obtain discounts at various shops/restaurants.

## Illness

If your/son daughter is unwell a **parent/carer** should telephone the Sixth Form Reception on **(01603) 254344** before 08.30. **This is especially important at the current time (please see separate whole school guidance on Covid-19)** On return to school your son/daughter should complete an Absence Form and ensure that any work missed is caught up. If there are persistent medical issues which you think staff should be aware of, please inform your son/daughter's Head of Year.

## Lockers

There are a small number of lockers available in Sixth Form for students who wish them. To obtain a locker students should see Sophie in the first instance. A £10 (refundable) deposit will be charged for the year.

## Medical issues (during school hours)

Any student falling ill during school hours should report to Main School Reception. If appropriate, parents/carers will be contacted to pick up their son/daughter from the main school.

## Mobile Phones

Sixth Form students are contacted by text when the need arises. However, mobiles should be switched off in lessons and are **BANNED** around the school outside of the Sixth Form. They should **not** be used around the main school.

## **Motor Vehicles**

Y13 Students are allowed to bring motor vehicles on site (but will need a Parking Permit- see below). Mopeds/motor bikes should be parked in the spaces provided at the front of the school near the main gate. Students' cars must only be parked in the car park at the rear of the school (by the school field). ALL students and staff **MUST** adhere to the 5mph speed limit while on site. Any issues of speeding/dangerous driving will result in the removal of the Parking Permit and students will be banned from bringing motor vehicles on site.

## **Non-Teaching (contact) Periods**

Unlike Pre-16 education not all lessons out of the 35 (50 minute) period week will be formally taught by subject teachers. Students are encouraged to use these non-contact periods wisely (see Private Study – below). We do not ask students to sign in for all non-contact periods as we feel they need to learn to manage their time effectively, under guidance.

## **Parents' Evenings**

We firmly believe that students achieve best when there is a strong partnership between teachers and parents. Y12 Parents' Evening is in early December BUT with the option, if parents or teachers feel the need, to use some of the time in the second Y13 Parents' Evening in March. We also encourage parents (where there are any issues of concern) to contact subject teachers directly if they wish to. This can be done using the Sixth Form contact details.

## **Parking Permits**

Students who wish to bring a motor vehicle on to the school site will need a Parking Permit. This is obtainable from Sixth Form Reception at a cost of £10 for cars & £5 for mopeds/motorcycles. This money goes in to the Sixth Form Student account which is used by the Sixth Form Committee (see below). Students will need to bring in their insurance & MOT documents to obtain a permit.

## **Personal Tutors**

All students are assigned a Personal Tutor at the start of Y12. These members of the Sixth Form Team are crucial and offer advice/guidance to students throughout their time in Sixth Form. Your son/daughter's Personal Tutor will be checking folders regularly and discussing progress with them. All Sixth Form students are expected to attend Tutor Time on Monday - Wednesday each week.



## **Portable Devices.**

Students are able to bring in their own laptops/tablets. These will be able to access Hellesdon High ICT resources, with the internet being filtered through Hellesdon High School ICT. Responsibility for any electronic devices brought in to school rests with the student. The school accepts no responsibility for any loss or damage if students decide to bring in their own electronic devices.

## **Pre-Public Examinations.**

With all A Levels now being assessed terminally (at the end of Y13) there is a need for students to have full Pre-Public Examinations (PPEs) in order to prepare properly for the rigours of these final exams. Y12 will have Progress Review Exams – which they must pass to progress in to Y13. Y13 will have full PPEs in mid-February, with results handed out in a formal Result Morning. Parents will have the opportunity to discuss the results of these PPEs in the second Parents' Evening in mid-March

## **Private Study**

We recognise that Post-16 education brings with it increased freedoms. With these freedoms comes responsibility. Part of the contract with Sixth Form is that students will have highlighted on their timetable a certain amount of their non-contact periods to spend in the Study Centre, completing independent work for their subjects. The exact number of periods will depend on the students' courses and is discussed with them at the start of term.

## **School App.**

All assessment data and reports can be accessed via the Hellesdon School App. Passwords & usernames are issued at the start of term. Students also have access to the same data via the App. If you have any problems accessing the School App please contact the ICT Team ([office@hellesdonhigh.norfolk.sch.uk](mailto:office@hellesdonhigh.norfolk.sch.uk))

## **Sixth Form Committee**

All students are encouraged to become actively involved in the life of the Sixth Form. One way of doing this is to join the Sixth Form Committee. The Committee is very active in organising fundraising events to benefit Sixth Formers, for example they have organised the Hellesdon Talent Show for the last 3 years, which raises funds for them to spend within Sixth Form. Details of how to join the Committee are given out to students at the start of term.

## **Smoking**

Smoking (including vaping) is not permitted for staff or students anywhere on, or within 150 metres of the school site. We have a good reputation within the local community and wish to maintain this excellent relationship with Hellesdon residents.

## **Staff Absence.**

On the rare occasions teaching staff are ill/away, work will be set for students in the same way it is for Y7-11. Students will either then remain in the teacher's room to complete the work or where this is not possible on Health & Safety grounds (Science labs/D&T workshops) students will need to come to the Study Centre. In both instances students need to register with Sophie for these lessons.

## **Study Support Session**

This takes place between 3-5pm every week on Monday. It is designed for those students who are struggling to keep up with work in one or more of their subjects. The session is there to support students in the completion of work and subject teachers will be present to advise students on what should be completed in the session. Study Support is open to all Sixth Formers. Where Sixth Form teachers have highlighted individual students who have not completed work, despite reminders, attendance at the session will be compulsory. Parents will be informed of this by letter.

## **Subject Drop In Sessions.**

All departments run short 'drop in' sessions (often at lunch time or for an hour after school). In these sessions students can attend and gain extra help with anything to do with the subject. A timetable is published every year highlighting when and where the sessions will take place.

## **The Common Room**

The Common Room is a comfortable area where students can relax over breaktimes and lunchtimes and in between lessons (when they are not doing Private Study). There are drinks and food machines in the Common Room. Any damage to the Common Room furniture/facilities will be charged to the offending student(s). NOTE: due to Covid-19 restrictions we have had to limit this space to a maximum of 40 students. Students are encouraged to use the outdoor Sixth Form space while the weather is good..

## **The Study Centre**

The Study Centre is open from 07.30-17.30 between Monday-Friday. The centre contains 32 networked computers and a number of working spaces (with power and data connections) as well as tables for students to complete written work on. The Study Centre is a quiet working area. No food/drink or mobile phones are permitted while students are using the Study Centre. Students who wish/need to work in groups are advised to book the Group Work Area that is available to use during the week. Students also have the use of F4 in non-contact periods should the Study Centre be full.

## Tracking

The academic progress of all students is monitored closely over the academic year. Parents/carers will receive the Tracking Grades three times during the year. These will be published on Hellesdon School App. Parents/careers will be advised when these are ready (please see Sixth Form Calendar on the website)

## Work (Academic)

Independent work /learning is extremely important at Post-16 level. The amount of work will depend on the subjects studied and time of year (coursework/portfolio deadlines). As a rough guide students should spend 4-5 hours per subject per fortnight on independent study. Some of this work will be completed in non-contact periods in the Sixth Form Study Centre.

Students benefit from the combined support of parents/carers, teachers and Personal Tutors. If you need to speak to your son/daughter's teachers or Personal Tutor please telephone the Sixth Form Reception on **01603 254344** or email the Sixth Form [sixthform@hellesdon.net](mailto:sixthform@hellesdon.net) and a member of staff will contact you.

## Work (Part-time employment)

A number of students will have a part-time job. While very worthwhile in developing a number of employable skills, the number of hours worked should not exceed **8 hours per week**. Students should not agree to work when they have taught lessons or Private Study periods; the priority should be their academic work and achievement.

## University

We start the process of University applications (through UCAS) in March of Y12. Students are given guidance on how to apply and are encouraged to attend university Open Days for the particular institutions they are interested in applying to. A Parents' Information Evening is run in June for all parents/carers giving information on the application procedure.