

# Carshalton Boys Sports College Sixth Form Handbook and Charter



September 2018



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## **Welcome to CBSC Sixth Form**

It is with much pleasure that I write our annual handbook for the Sixth Form and I hope that it is with much excitement that you will read it. Last year was an incredible year for the school and the Sixth Form and we fully expect to be celebrating again this summer. The information within this handbook is designed to inform and guide students and parents through the challenges of the Sixth Form journey.

During your Sixth Form study you will develop your skills, knowledge, confidence and experiences. Each of you has chosen courses you enjoy and are passionate about and, with commitment and hard work; you will make a great success of these.

However, being in the Sixth Form is also about a much broader experience. Our aim is to provide you with experiences and opportunities that you can embrace which will enhance your profile and future applications.

There is a Sixth Form Charter that outlines our promise to you but also outlines our expectations of you as a member of the Sixth Form Community. You will be required to sign this charter to indicate your willingness to commit to our school community.

My main request to you is that you fully embrace Sixth Form life, that you work hard and that you are fully committed to your studies, the school and the Sixth Form community.

Good luck with every aspect of the Sixth Form. Remember that your teachers and tutors are all part of the team so please discuss with us any concerns you have.

Life in the Sixth Form is what YOU make it.

Ms P Cowell  
**Director of Sixth Form**

## Important Contact Details

### **Director of Sixth Form**

Ms Cowell – [pcowell@carshaltonboys.org](mailto:pcowell@carshaltonboys.org)

### **Head of Year 13**

Ms White – [awhite@carshaltonboys.org](mailto:awhite@carshaltonboys.org)

### **Head of Year 12**

Mr Howard – [bhoward@carshaltonboys.org](mailto:bhoward@carshaltonboys.org)

### **UCAS Coordinator**

Ms Ellis – [lellis@carshaltonboys.org](mailto:lellis@carshaltonboys.org)

### **Pastoral Support Officer**

Ms Barker – [sbarker@carshaltonboys.org](mailto:sbarker@carshaltonboys.org)

### **6<sup>th</sup> Form Support Officer**

Ms Jones – [ajones@carshaltonboys.org](mailto:ajones@carshaltonboys.org)

### **Attendance Officer**

Ms J Jarvis – [jjarvis@carshaltonboys.org](mailto:jjarvis@carshaltonboys.org)

### **Exams Officer**

Ms S Meloy – [smeloy@carshaltonboys.org](mailto:smeloy@carshaltonboys.org)

### **Work Experience Co-ordinator**

Ms S James – [sjames@carshaltonboys.org](mailto:sjames@carshaltonboys.org)

### **Careers Advisor**

Ms E McCulloch - [EMcCulloch@carshaltonboys.org](mailto:EMcCulloch@carshaltonboys.org)

### **School Address:**

Carshalton Boys Sports College

Winchcombe Road

Carshalton

Surrey

SM5 1RW

Telephone: 020 8714 3100

Website: [www.carshaltonboys.org](http://www.carshaltonboys.org)

## **Aims & Values – CBSC Charter**

### **Our Commitment to you:**

#### **When you study with us we will:**

- Help, support and encourage you and provide you with a challenging programme of study
- Give you regular feedback on your progress both informally from your subject teachers and through tracking, reporting and assessment procedures
- Mark your work and give you feedback
- Fully prepare you for all examinations and assessments
- Provide you with a post-examination results service including access to advice
- Provide references
- Assist your progress to employment or the next stage of your education

Our aim is to provide you with good quality teaching and learning so that you are both happy and successful. Sometimes you may have a problem or an idea on something that needs changing or improving, please feel free to discuss these with us in the appropriate way.

### **Your commitment to us:**

The real key to success at CBSC Sixth Form is your role in your own learning.

- Aim for 100% attendance at all lessons, tutorials, enrichment lessons and activities
- Be punctual at all times
- Complete all work required to the best of your ability and hand it in on time
- Adhere to the Dress Code
- Talk to the Sixth Form Team should a problem arise
- Visit the Sixth Form Common Room on a daily basis & check your emails daily
- Make sure you get all the advice you need about courses and career choices
- Represent the school in a positive way with outside speakers, on school trips and in the local community
- Get involved in Sixth Form life including trips and social events
- To take an active role in the whole school
- Respect every member of the school community
- Treat the whole school environment with respect

## Term Dates 2018 – 2019

### Autumn Term:

**Friday 6th September 2018– Friday 19<sup>th</sup> December 2018**

Half Term – Monday 22<sup>nd</sup> October 2018 – Friday 26<sup>th</sup> October 2018

### Spring Term:

**Monday 7th January 2019 – Friday 5th April 2019**

Half Term – Monday 18<sup>th</sup> February 2019 – Friday 22<sup>nd</sup> February 2019

### Summer Term:

**Monday 23<sup>rd</sup> April 2019 – Friday 19th July 2019**

Half Term – Monday 27<sup>th</sup> May 2019 – Friday 31<sup>st</sup> June 2019

## Structure Day & Week

Sixth Form students are expected to attend morning registration or assembly each day at 8.30am. Students should arrive at school no later than 8.20am each day; where they need to sign-in using Biometric registration.

<b>Monday:</b>	Tutor time in allocated bases
<b>Tuesday:</b>	Tutor time in allocated bases
<b>Wednesday:</b>	Tutor time in allocated bases or assembly
<b>Thursday:</b>	Tutor time in allocated bases or assembly
<b>Friday:</b>	Tutor time in allocated bases or assembly

Sixth Form timetables vary a great deal. Students will have curriculum lessons, private study, study skills, enrichment, leisure and some non-contact time. **It is the students' responsibility to understand the timetable and ensure attendance at all required sessions.**

**It is an expectation that ALL students will remain in school until lunchtime even if they have study periods in the morning.** This time is essential for independent study.

Students are permitted to leave school site at lunchtime or break time, however they must ensure they meet the behaviour policy expectations and return to site on time.

During the year there will be **additional times** when students may have additional events or sessions outside of normal structure. Students will be given advance warning of this and will be expected to attend.

### Typical day:

Tutor Time/Assembly	08:30-08:45
<b>Lesson 1</b>	<b>08:45-09:45</b>
<b>Lesson 2</b>	<b>09:45-10:45</b>
Break	10:45-11:05
<b>Lesson 3</b>	<b>11:05-12:05</b>
<b>Lesson 4</b>	<b>12:05-13:05</b>
Lunch	13:05-13:45
<b>Lesson 5</b>	<b>13:45-14:45</b>

## Entry Requirements and Enrolment

The Entry Requirements for the Sixth Form and each individual programme of study is clearly identified in the prospectus and on the website. Students must meet the entry requirement for each course they study. Following results, consultation will occur for those students who do not meet the entry requirements and, where possible, an alternative programme will be agreed.

Students will follow a 3 A Levels programme of study. A small number of students will be able to study 4 A Levels, primarily those students who study Further Mathematics. This decision will be made at the discretion of the Director of Sixth Form and will be discussed post results.

Students who do not achieve a 4 in English or Maths will be required to re-sit these qualifications. This will be discussed post results day in August.

## Transition to Year 13

Following the Year 12 examinations in May/June there will be an induction period for Year 12 students going into Year 13. Following examinations, A Level studies will continue and there will be a series of transition activities and/or work experience. This programme of lessons and activities are compulsory and attendance is required as part of transition to Year 13.

Students are expected to achieve a **Grade C or higher** in their AS or end of year examinations, to continue with that subject at A Level. If students do not achieve a grade C or above this may affect their ability to carry on with their studies at CBSC. Students are required to maintain a 3 A Level programme of study in Year 13. If a lower grade is obtained in a particular subject it is then at the discretion of the Sixth Form Leadership Team and the Head of Department for that subject as to whether that student will be able to continue studying that course.

Where Year 12 students do not achieve the required grades in AS or internal end of year examinations to transition to Year 13 a meeting will be held to review options with the Head of Year. In some cases, (not all) a restart option may be possible, however this is at the discretion of the 6<sup>th</sup> Form Leadership Team. Students will be required to study a more suitable range of subjects as offered and determined by the 6<sup>th</sup> Form Team.

We hope that all the hard work the students have put in over the last year will mean that they meet their academic potential and get the results they deserve. As a Sixth Form Leadership Team we look forward to welcoming them back after their AS examinations to embark on their A Level courses.

## **Sixth Form Attendance and Punctuality Policy**

Success at A-Level requires complete dedication, and this includes attendance at all lessons. Students are expected to attend all timetabled lessons, tutor time and assembly. Students are expected to attend all of their lessons on time. Attending lessons late is unacceptable as it impacts on the progress of your peers.

GREEN	97 - 100%	Students will be monitored by tutors and will be rewarded and praised for continued excellent attendance.
AMBER	94 - 96.9%	Students will meet with tutors to discuss lower attendance and will be reminded of the expectation to meet 97%+. Parents will be informed.
RED	90 - 93.9% Or two lates in any half term.	Students will be monitored by pastoral team. All relevant stakeholders informed and concerns formalised by letter and added to student record. Improvement expected and students will be required to be in school until 3pm each day.
RED ACTION	Below 90% or more than 5 lates in any half term	Students will be monitored by HOY, daily reporting required. Parental meeting and formalised letter, improvement expected. Students will be required to be in school until 4pm each day.

## **Tracking Attendance**

**Attendance for Sixth Formers is full time, to include all assemblies and tutor time.**

**Students unable to make this commitment may be asked to leave.**



- Absence should be reported by 8.30am and followed by a parental note unless previously cleared with the Head of Year.
- Requests for holidays during term time will not be authorised. Term time holidays will have an inevitable effect on progress at A Level and are discouraged.
- Medical and dental appointments should be made **outside of school hours**.
- Driving lessons should be made **outside of school hours**.
- School starts for ALL Sixth Form students at 8:30am each day. You may leave school at lunchtime if you have no timetabled lessons 5 & 6. **You are NOT permitted to leave school before this time.**
- For Year 12 students the period after AS exams marks the beginning of A2 courses. Full time attendance is required.

## **Sixth Form Uniform Policy**

Year 12 and 13 students are expected to be dressed in smart, casual clothes.

Year 12 and 13 students are role models for younger students and therefore must be seen to be appropriately dressed and following the Sixth Form Uniform Policy.

There is also a smart dress code requirement for examinations (both internal and external exams)

### **Sixth Form Daily Uniform Policy**

#### **Male Students**

Smart / Casual Dress code includes:

Short sleeved or long sleeve collared shirts

Smart T-shirts or polo shirts

Smart Jumpers

Smart trousers or smart denim (no ripped or patterned denim permitted)

Shoes or smart casual footwear

Smart tailored shorts in summer

Handball Kit for Handball Academy students (Full kit required)

Crystal Palace Kit for Academy students (Full kit required)

#### **Female Students**

Smart / Casual Dress code includes:

Smart tops which that provide full coverage of midriff, tops should be modest.

No underwear should be visible.

Smart skirts which are no shorter than 3 inches above the knee.

Smart dresses which are no shorter than 3 inches above the knee.

Smart shorts which are no shorter than 3 inches above the knee

Smart Denim (no ripped or patterned denim)

Tops which are modest and professional (Tops must have straps and cover midriff and underwear)

**Students are not allowed to wear**

Tracksuits  
Clothing with inappropriate wording or logo's  
Baseball caps or hats (inside school or lessons)  
Team sports top e.g. rugby or football

**Jewellery**

Jewellery should be conservative, no visible piercings on lips or nose.

**Sixth Form Examination Uniform Policy**

**Male Students**

Smart Exam Dress code includes:  
Shirt and Tie (short sleeve shirts are permitted in the summer examinations)  
Smart trousers  
Smart shoes

**Female Students**

Smart Exam Dress code includes:  
Smart tops suitable for interview.  
Smart skirts which are no shorter than 3 inches above the knee.  
Smart dresses which are no shorter than 3 inches above the knee.  
Smart shorts which are no shorter than 3 inches above the knee  
Smart shoes

**Students are not allowed to wear**

Jeans  
Trainers or casual footwear.

**Sixth Form Identification Policy**

All 6<sup>th</sup> Form Students are required to wear an ID Badge, visibly on a lanyard whilst on school premises. 6<sup>th</sup> Form students are not permitted on site without badges. This contributes to the safeguarding policy of the school, as 6<sup>th</sup> Form students do not wear school uniform. Students without badges will not be permitted on site.

## **Pastoral Care and Inclusion**

The Sixth Form team are committed to ensuring your experience in CBSC Sixth Form is a positive and productive experience for all. However, we recognise that as young adults there may be added and external pressures which you find difficult to balance with your study commitments. Your Form Tutor or PSO should be your first contact in such cases.

There may circumstances where referrals to outside agencies e.g. counselling services are needed. Such referrals will be actioned by the PSO.

There is also a school nurse who you can meet with to discuss any relevant health concerns. Students should speak to their PSO to arrange this meeting.

## **SEN and Exams**

Please do speak with a member of the Sixth Form team if you have any specific needs which you feel may be having an impact on your learning. It may be possible to arrange additional support for examinations and help with your class work.

Students who have identified needs or exam concessions will meet with their Head of Year within the first three weeks of term.

## **Sixth Form Learning Centre Policy**

Within CBSC there are many spaces for study. This includes:

- Common Room
- West Wing Study Zone
- IT Study Zone
- Café
- Department study areas and classrooms

It is important that all students respect these spaces and allow everyone to use the spaces equally.

### **Study Area Expectations:**

- No chewing gum at any time.
- No food is to be consumed in any study area – please use the Café
- Put paper in the recycling bins.
- All rubbish must be placed in the bins.
- Newspapers, magazines, prospectus etc. must be returned to their appropriate place and not left lying around.
- Keep furniture in its correct position.
- Respect school equipment.

- Talking should be kept to a minimum, and talking maintained at a very low level.

## **Smoking Policy**

Smoking is not allowed on the school site. Smoking should not occur anywhere on Winchcombe road, or in the immediate vicinity.

## **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 require a considerable commitment to independent 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 your Tutor 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.

## **Impartial Advice and Guidance**

Our Prospects Advisor, Ethney McCulloch, is on hand to offer guidance on all aspects of career and university planning and students are strongly encouraged to take the opportunity for an individual interview.

Ethney is in school on Wednesday's each week and can be contacted via email if you wish to book an appointment.

## **University Preparation**

Choosing a university and a course is an important research process for students, and each student will have a different set of criteria based on their personal needs, which is why individual advice and guidance is an important part of our university application process.

Nonetheless, when choosing a university we consider the main considerations to be:

- 1) Working and predicted grades
- 2) The university feel and location
- 3) Course content

Therefore at Carshalton Boys we strongly encourage students to visit universities and take part in taster events, to help them prepare for their university application and to make informed decisions.

However, there must be a balance between time in school and visits, to ensure that students achieve the best grades both at AS and at A level, and so that teachers can predict appropriate grades for their university applications.

University visits tend to fall in to 5 categories:

- 1) Open days – these are events organised by universities for students who may wish to apply to that university. They may not be subject specific although some universities do offer subject specific events. These are strongly encouraged as a student should have a good feel for a place before they live there for three years or more.
- 2) Taster events – these are ultimately an academic enrichment activity. They may not be at the university that the student wishes to apply to, but involvement will give them an insight into the subject area they wish to apply for. These are strongly encouraged as they demonstrate an understanding and an interest in the subject they wish to read at university.
- 3) School visits – the school does take part in visits to universities as part of universities widening participation. These tend to be subject focused or part of the university application process.
- 4) Summer Schools – an excellent way of getting a real taste for university. Students are emailed information about summer schools as they are occur during the school year.
- 5) Applicant days – these are events organised by universities for students who have applied and been given an offer. These take place in Year 13 after UCAS applications have been made.

It is important that students get a good balance of these events in terms of their preparation for university but that they are mindful of the impact on their studies of missing school.

### **Open days and Applicant days:**

Year 12

- September – Easter – one visit allowed
- Easter to End of AS exams – no visits allowed
- End of AS exams to summer holidays – three visits allowed

Year 13

- Only one visit allowed in the autumn term
- Two applicant days allowed (probably for the universities likely to be Firm and Insurance choices)

## **Taster Events**

Year 12

- Two taster events allowed over the course of the year

## **School organised visits**

As these are organised by the school no limit will be put on the number that students can attend, but school teachers have the right to determine whether the visit is an appropriate event for the student and their current performance and aspirations.

## **Summer Schools**

Students will always be given permission to attend summer schools if successful in gaining a place. However, students should be mindful that this may lead to several days out of school and so they should limit the activities previously outlined to minimise impact in school.

## **Other points**

- 1) Students are encouraged to visit as many universities as possible during the weekend and holidays. There is no limit on this.
- 2) Students must discuss their Open Day intentions with either Ms Ellis or Ms Cowell to ensure that appropriate universities and courses are being considered.
- 3) Once this discussion has taken place students must then email the date and location of their visits to MS Ellis, attendance officer in the school will then be kept informed.
- 4) Each student needs to be mindful of the overall balance of the outlined events. Being in school is the key to success and there must be the right balance between visits and working to achieve the grades required.
- 5) Students should avoid, where possible, consecutive days for visits to allow them time to catch up on work missed.
- 6) Each student will be treated as an individual and the above guidelines adjusted to meet their own personal needs.
- 7) Any student causing concern in regards to attendance or performance may not be allowed the full number of visits recommended in this guidance.
- 8) More information about open days can be found at <http://www.opendays.com/>
- 9) More information about London Taster days can be found at <http://www.london.ac.uk/tasters>
- 10) The best information about specific course detail, grade requirements and open days is found on the individual university websites

## **Independent Study**

Good independent study habits are an essential requirement of successful 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 their studies. In cases where students' progress becomes a cause for concern a private study monitoring system may be implemented.

Teachers' 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.

## **Examinations and completion of courses**

All arrangements for these are published separately and communicated to each student by the Examinations officer. Each student is responsible for making him/herself fully aware of all admin, timetables, regulations etc.

**STUDENTS ARE RESPONSIBLE FOR CHECKING STATEMENTS OF ENTRY AND NOTIFYING MS MELOY OF ANY ANOMALIES.**

Students are expected to wear smart, formal dress for examinations.

Males: Trousers, shirt, tie and shoes.

Females: Trousers or skirt, smart top and shoes.

The school pays for all initial examinations and registrations. In circumstances where 6<sup>th</sup> Form Students leave the 6<sup>th</sup> Form or withdraw from courses students will be charged for the costs of any entries or registration for examinations.

## **Enhancing Sixth Form Responsibilities**

There are many opportunities for Sixth Formers to take on extra responsibility. This not only helps those in receipt of their time but also adds significantly to the standing of Sixth Formers in the school and wider community. On a more practical level it looks good on a CV or personal statement.

Some well-established practices include:

- Peer mentoring system
- Departmental Leaders
- Leadership Team
- Acting as guides for prospective parents, visitors etc.

## **Work load in and out of school**

Success in Sixth Form courses needs to be worked for. At A Level for example, the amount of time spent in the classroom should be at least equalled by private study in school and at home. Each subject will offer advice on this. A good student will complete all set work thoroughly and intelligently, but will also devote time to background reading, making detailed notes and preparing thoroughly for class presentations.

It is very important that you meet your work deadlines set by your subject teachers. If you fall behind with work it can be very difficult to catch up. You will also inconvenience your teachers and peers causing possible delay to their marking and return of work.

## **Monitoring your progress**

To make sure you have chosen a suitable course, and to ensure we keep you on your toes and under enough pressure to achieve to the best of your ability, you can expect close monitoring by your Sixth Form Team of the following:

- Marks awarded for work done in class and at home.
- A regular assessment of attainment and effort.
- Regular analysis of your attendance and punctuality - at lessons and to school, and your ability to meet work deadlines.
- Causes for concern raised by teachers.
- 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.

Tutors will closely monitor your progress and liaise with the Heads of Year and Director of Sixth Form should the need for closer support and intervention be required.

## **Behaviour Policy**

There are important things to remember. Everyone is in school to work and should help build a good working atmosphere. If you need help; with work or anything else, ask a member of staff. Teachers and other staff are there to assist you, but they need to know. If you treat other people with consideration and care they will treat you in a similar way. In the same way, if you look after the buildings, so will other people, and everyone will have a more pleasant environment in which to work.

### **Behaviour in Lessons**

- Arrive punctually
- Have everything ready for the lessons
- Remember your homework
- Use lesson time to work
- Help create a good working atmosphere
- Leave your work areas fit for others to use next lesson
- Respectful, co-operative and engaged fully in learning.



- Mobile phones are not permitted in lessons. They must be switched off and placed in bags.

### **Behaviour at Break and Lunchtime**

- Make use of the grounds
- If you leave the school premises, please respect the property and privacy of our neighbours.
- No smoking in or around the school (see smoking policy)
- Ensure you are punctual at all lessons after break and lunchtime
- Make sure the building is tidy and ready for lessons
- You are permitted to use phones at break and lunchtime, however you are not permitted to photograph or film students or staff on the school premises under any circumstances.

## **The Formal Warning System**

The Sixth Form operates a formal warning system, which is comprised of three stages. If a student receives three formal warnings, 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.

Formal Warnings will be issued as a result of:

- Failure to attend appropriately
- Failure to make and sustain progress academically
- A student committing several minor offences
- One serious offence, depending on the circumstances.

Notification will be sent home to parents. On receipt of a second warning, parents will be invited into school to discuss strategies for improvement. On the Final Warning students will meet with a member of the Senior Leadership Team and be asked to leave school if there are any further incidences.

## **Work Experience**

All Year 12's must undertake work experience. This provides a valuable opportunity to consider future pathways and the develop skills and experiences which will be referred to in university applications and in references. Students are required to source their own placements and to return all necessary paperwork to Sharon James, Work Experience Coordinator. The deadline date for work experience forms is December 2018. Once received, the Borough will check the placements for suitability and safety.