



Fulneck School Leeds
Day and boarding for boys and girls aged 3-18



Sixth Form Students' and Parents' Handbook 2018-2019



FULNECK SCHOOL

SIXTH FORM

Handbook for Students and Parents

Welcome to the Sixth Form at Fulneck School

We are very much looking forward to working with you over the next two years. This handbook has been prepared to answer some of the questions you might have concerning life in the Sixth Form and to clarify our expectations and routines. We hope that you will find it helpful.

The Sixth Form at Fulneck is a friendly and 'adult' environment in which you are encouraged to develop a sense of independence and to take responsibility for your studies. The next two years will be very important ones in shaping your future career and education. One of our fundamental aims is to help you decide what you want to do after the Sixth Form and then work with you to secure the necessary grades, qualifications and experience needed for your chosen objective. This may be university entrance, gaining a college place, obtaining an apprenticeship or securing full-time employment.

We hope that your A-Level and or BTEC studies will be both enjoyable and challenging. The Sixth Form offers you a chance to develop the study skills, personal qualities and time management that you will need in later life. It provides opportunities for you to widen your extra- curricular and sporting interests and to develop your leadership skills. We will also encourage you to be a considerate and responsible member of our happy and thriving community.

Your time in the Sixth Form will pass very quickly, and it is important that you adjust to the demands of advanced level learning as soon as possible. Learning is not a passive activity; success cannot be achieved without determination, independent study and hard work.

We encourage all Sixth Form students to seek assistance whenever they need it, and your subject teachers and Form Tutor will always be happy to provide advice and guidance. Above all you must remember that a key element in a successful Sixth Form career is openness and honesty; if you are experiencing pastoral or academic difficulties, or are behind with work deadlines, do not suffer in silence - come and talk to us! Effective communication is key to your success.

Work with us, aim high, get involved and grab every opportunity to improve yourself, our school and our Sixth Form community. We are right behind you.



Mr Harrison
Head of Sixth Form

Sixth Form Routines and General Information

1. Registration is compulsory

Time: 8.40am. Place: **your Tutor base**. If, for any reason, you arrive late then report to the School Main Reception Office to report that you have arrived in school.

Weekly routine

Monday	Registration 8.40am	Tutorial 11.50 am , form time 12:20 pm
Tuesday	Registration 8.40am	Church assembly 12.20 pm
Wednesday	Registration 8.40am	Sixth Form assembly in the West Hall 12.20 pm
Thursday	Registration 8.40am	Form time 12.20 pm
Friday	Registration 8.40am	Form time 12.20 pm

Punctuality is expected at all times. In particular, staff will expect to make prompt starts at the beginning of the teaching day and after morning and lunchtime breaks.

2. Attendance

Students are expected to attend EVERY day, be present at ALL timetabled lessons, tutorials and any planned whole group events.

3. Absence

Any absence from school you may have will be recorded on your attendance record. The School recognises that some absences are unavoidable and will authorise these.

Requests for permitted absence during the school day should be addressed to the Head of Sixth Form and produced at least 24 hours in advance of the required date.

The following are examples of permitted absence:

- Hospital or orthodontist appointments which cannot be arranged outside School hours, backed by evidence of an appointment card or letter from the health provider
- A family bereavement
- Attendance at a family funeral
- Religious festivals
- Visit to a university to attend an open day or interview; a career related interview or audition.
- Driving test and theory test (**not a lesson**).

The following reasons for absence would not be authorised:

- Holidays during term time
- Booking flights to return home within term time
- Doctor's/dentist's appointment
- Part or full time work
- Leisure activities
- Birthdays or similar celebrations
- Babysitting younger siblings
- Accompanying family members to appointments
- Driving lessons

If in exceptional circumstances leave of absence in term time is required, parents should write directly to the Principal to request permission.

If you are unfit for School owing to illness, etc., please telephone the School Office as early as possible on the first day of absence. In the case of any absence longer than three days, the School should be kept informed of the exact nature of the illness or other reason for absence and, if possible, when you are expected to return.

4. Signing Out

Should students need to miss part of the school day, students should sign out having previously sought permission from a Sixth Form Tutor, or the Head of Sixth Form. On return to School, students should sign in using the pink book provided at the main reception.

5. No. 54

Members of the Sixth Form are permitted to go the café at Fulneck at break and lunchtimes. There is no requirement to sign in or out in this case.

6. Leaving School Site at Lunchtime

Members of the Sixth Form are allowed out of Fulneck at lunchtime. They **must** sign out of School and back in, again using the pink book provided at the main reception. All Sixth Formers should note that it is inappropriate in any circumstances for any student to visit licensed premises at lunchtime or at any other time during the school day. We trust to the good sense of our students to do nothing to compromise the good name of the school in the wider community.

7. Sixth Form Centre

Please respect communal and individual property in all parts of the Sixth Form Centre. Any damage may mean closing these rooms and Sixth Formers causing damage will be liable for the cost of repairs. Please develop the habit of tidying up after yourself. Do not leave your coffee cup, newspaper, work, etc. for someone else to tidy up. Food and drink (other than bottled water) are only to be consumed in the Common Room. The Common Room is available for use at breaks and lunchtime. Please be sensible about how you use the mid-morning break, remembering that the bell marks the beginning of the next lesson, **not** the time for you to leave the Centre for your lesson.

8. Study Rooms

JM1 and JM3 are available for quiet study from 8.00 am until 5.30 pm daily. The School Library may also be used for private study. It is situated on the bottom corridor at the West End of School – please see the Librarian for opening times of the Library. JM2 may be used for private study when not in use for teaching.

The IT facilities in the Sixth Form Centre are available for all Sixth Formers throughout the school day. Please observe the School's normal rules for the use of ICT facilities. Note that these are a work and not a leisure facility.

9. Safety

Sixth Formers are given more freedom than other members of the School. It is important that you behave in the Sixth Form Centre in such a way that you do all you can to keep yourself and those around you safe. If you have an accident in the Sixth Form Centre you must report it to the Head of Sixth Form: the accident must be recorded in the School Accident Book in the usual way. All electrical equipment in the Sixth Form Centre is regularly safety-tested: if you notice any faults with electrical equipment please report them to the Head of Sixth Form as soon as possible. If you bring electrical equipment from home for use at school (other than a mobile phone, MP3 player or similar personal device), e.g. audio equipment or guitar amplifier, it must be safety-checked by School before you use it.

10. Security

As part of our arrangements to ensure the security of students and staff within school, we request that all visitors, including parents and former students returning to visit, report to Reception. All outside doors throughout the school are protected by security keypads. The Sixth Form Centre is normally out of bounds to younger pupils.

11. The Use of Cars

Any Sixth Form student may bring a car to school after they have passed their test and after they have received the **permission of the Principal**. Details of the car must be registered with the Head of Sixth Form and a parking permit will then be issued. Before deciding to bring a car to school, it is important that you and your parents consider the limited parking facilities in Fulneck. There are a **limited number** of car parking spaces made available to Sixth Formers in agreement with Fulneck Golf Club. Students must observe the one-way system and speed limits in Fulneck. **The presence of many children and elderly people on site demands extreme care by all who bring a car onto Fulneck.**

If you bring a car to school, you must be aware of safety matters at all times: that is to say, matters affecting your own safety, that of your passengers and that of pedestrians and other road users. Out of consideration for residents and regard for school atmosphere, you should avoid playing your car radio/stereo/ CD player at high volume in Fulneck.

Health and Welfare

The doctors at Hillfoot Surgery provide NHS care for the boarders. They also act as medical consultants to the school when required.

The School Nurse deals with medical problems on a day to day basis. It is important that the school has telephone contact numbers for parents during the day in case they need to be reached regarding a student's health.

If students become ill during the school day they will be referred initially to the School Nurse. They must not leave the school site without first presenting themselves to the Head of Sixth Form or the School Nurse. Boarders will be put into sickbay and day students will be looked after in the surgery or permitted to go home, as judged appropriate by the School Nurse or the Head of Sixth Form.

In the event of a student being injured, the School Nurse may consider it necessary to take him or her to the hospital Casualty Department. Again, parents/guardians would be contacted immediately and asked to meet him/her there. The School Nurse may then return to School.

Parents are asked to complete a health information form and to keep the school informed about any special medical problems their son or daughter might develop as they arise.

The Form Tutor must be informed in writing if a student is taking any prescribed medication during school time. All medication must be kept and dispensed by the School Nurse following written guidance from parents.

We are aware that from time to time students may experience special difficulties of different kinds out of school. In order to offer support and help we hope parents will keep us informed in such situations.

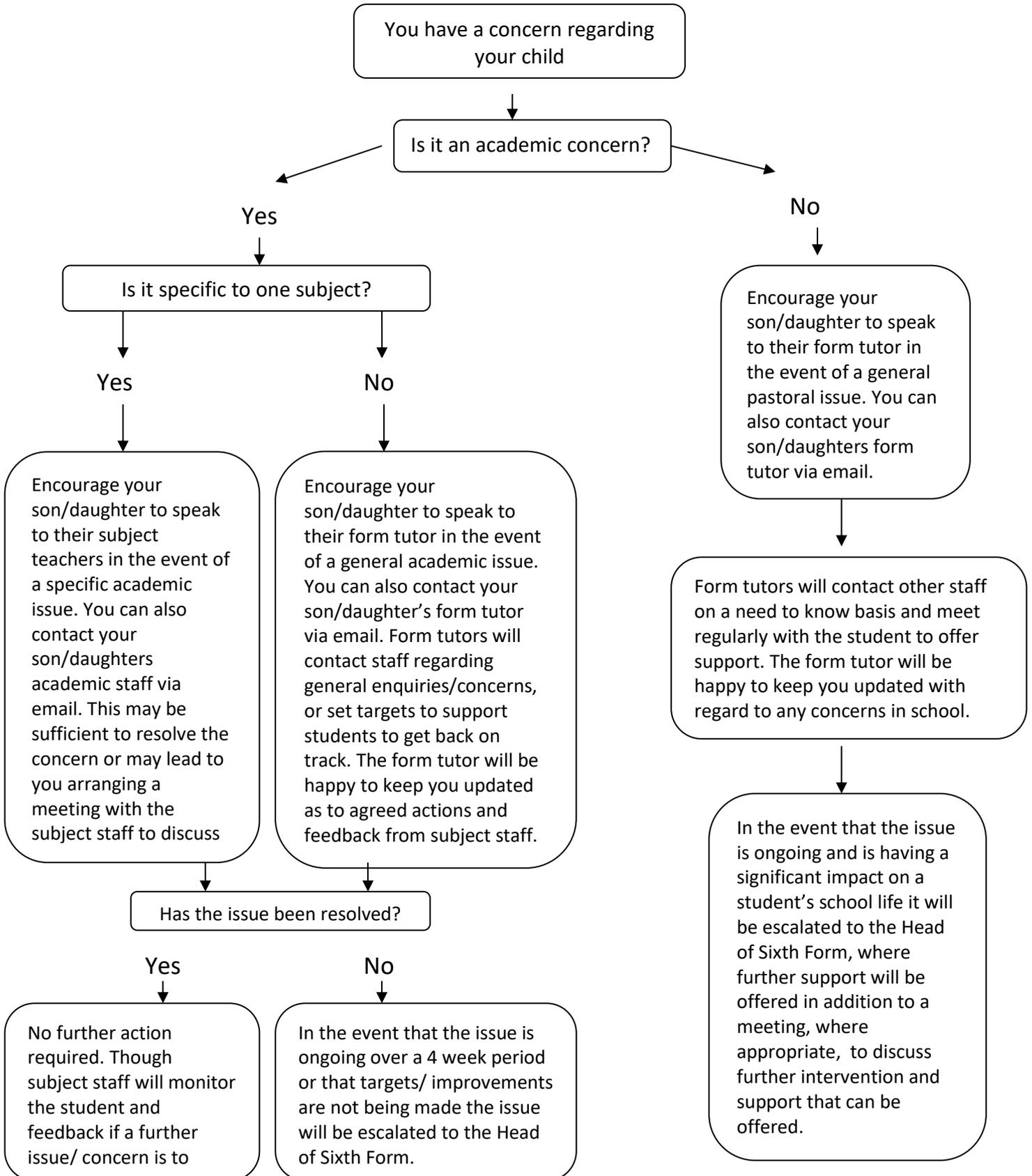
The School operates an anti-bullying policy.

Visitors to the school are asked not to smoke.

The Tutor System

Each Sixth Form student has a Tutor who is responsible for his/her welfare. We hope that you will discuss any problems with your Tutor and that parents will feel free to get in touch with Tutors when necessary to discuss progress or to sort out any difficulties. Each Tutor Group has a weekly form period.

Who to Contact 'flowchart'



Parents Evenings

Parents' Evenings will take place as follows:

Monday 15th October 2018 – Sixth Form Parents' Evening for Foundation, Lower and Upper Sixth students and their parents, meeting with subject teachers.

Another Parents' Evening will take place in February 2019 for Foundation, Lower and Upper Sixth students and their parents to meet with subject teachers. Confirmation of the actual date will be issued nearer the time for this event.

Other important School functions include Speech Day due to be held in May 2019 and the Christmas Christingle Service, 11th December 2018: **attendance at these events is compulsory for all students.**

Use of the Common Room

All Sixth Form students may use the Common Rooms and their facilities before and after the school day and at break and lunchtimes.

Please note the following rules regarding use of the Common Room:

- The kitchen area must be kept tidy at all times: mugs, etc., must be washed up and put away after use.
- Personal belongings, books, etc. must be kept in bags or taken home: they must not be left around the Common Room or study areas after 4.00 pm.
- All furnishings, decoration and equipment must be treated with proper care and respect; any damage must be reported to the Head of Sixth Form at the earliest opportunity.
- Use all electrical appliances sensibly and safely.
- Please leave the common room the way you would hope to find it.

Study Periods and Attitude to Work

It is essential, right from the start of the Lower Sixth, that you develop good working habits and a mature attitude to private study. You will need to meet deadlines for written assignments as well as spending time on background reading, revising and consolidating your class notes, etc.

In the Lower Sixth you will have a small number of private study periods each week. Private study periods should usually be spent in JM1, JM2, JM3 or the Library. Work should normally be done in silence. It is essential that students' work is not disturbed by the thoughtlessness of others. If you need to discuss work in a group, find an alternative room.

In higher education, students must organise much of their time for themselves and they need to be able to balance their work and leisure time wisely. You will be expected to use most of your time out of class in private study (and a good 'A' level student will soon realise it is impossible ever to say 'I now know everything – there's nothing more I need to do!')

Sixth Form students are not allowed out of School during private study periods.

The bulk of your private study time will be at home. It is important that you quickly become self-disciplined and devote **at least 4 hours a week per A - Level subject** outside lessons.

In the Sixth Form, you will be encouraged to monitor your own progress, to develop a wide range of work-related skills and to take increasing responsibility for your own academic achievement.

Games / Recreational Pursuits

These Wednesday afternoon activities are an integral part of the Sixth Form curriculum and are **compulsory**.

Students choose from a variety of options, which change each half term. We hope that all Sixth Form students will enjoy the opportunity to develop existing skills and to try some new activities. Options offered in previous years have included tennis, badminton, table tennis, hockey, rugby, swimming, aerobics, cricket, netball, basketball, skiing, snowboarding, kayaking, scuba diving, first aid, community service, orienteering, fitness training and squash.

All students are expected to take part in Games and Recreational Activities on Wednesday afternoons and dress in the recommended school kit.

The PE uniform for Senior Games will be as follows:

- Fulneck branded navy/cyan kukri T-shirt
- Fulneck branded navy kukri shorts/ Fulneck branded kukri tracksuit bottoms or (plain black leggings for girls)
- Fulneck Branded navy/cyan kukri tracksuit top
- Training shoes (no black soles, no fashion trainers)
- White sports socks
- Fulneck branded navy blue football/rugby socks (optional)

Work Experience

Work experience may also be undertaken on Wednesday afternoons. This is vital for students who plan to pursue a career in medicine, teaching, and the law for example. Miss Humphries, our Careers Coordinator, can support students in seeking work experience placements if necessary. Any student wishing to undertake work experience must see the Head of Sixth Form in the first instance and complete the necessary paperwork and procedures.

Examinations

'A' level courses involve taking AS examinations in the Lower Sixth year. Lower Sixth examinations also provide the basis for Higher Education references. Thorough preparation for each examination is absolutely essential. Progression from AS to A2 level depends upon satisfactory performance at AS level, 'satisfactory' meaning normally at least grade D in any subject proposed for A2 study.

Punctuality is essential for all examinations. Candidates should check their examination timetable and ensure that they have all the necessary equipment for each examination. Pens, pencils, etc. should be in a clear container. It is essential that all candidates adhere meticulously to the spirit and the letter of Examination Board Regulations.

In both the Lower and Upper Sixth, teachers will assess their students' progress by means of tests and internal examinations during class time. External AS and A2 examinations take place in May/June and study leave for these examinations will commence on a date to be announced.

If you have to sit an external exam, outside the agreed dates for the official Study Leave, strict rules apply to minimise disruption of the normal timetable:

- a. If the exam is in the morning, the whole of the previous day may be taken as study leave.
- b. If the exam is in the afternoon, the morning of the exam day only may be taken as study leave.
- c. You will be expected to attend lessons after the exam unless you have another exam the next day.
- d. If the exam is on a Monday, you are expected to be in school on the previous Friday.
- e. Please inform staff who teach you and your Form Tutor in advance if you are going to be on study leave.

Reporting to parents

We aim to ensure that students achieve their best at Advanced Level and in other courses they may be following in the Sixth Form. If we think that any student is not fulfilling his/her potential we will communicate our concerns, not only to the student but also to parents. This will be done either via the full School Report, issued in January or the 'snapshot' reports, issued in November and March. On other occasions we might decide to contact parents immediately by phone or letter. We expect that Sixth Form students will discuss their progress with their parents at regular intervals.

Entrance for public examinations

Entrance for public examinations such as 'A' levels and GCSEs is not automatic. It depends upon full attendance, satisfactory completion of all set work and (where applicable) an acceptable level of performance in mock examinations.

Entry decisions will be discussed in the first instance with the Sixth Form student involved and if problems arise then parents will be contacted. In the final instance we reserve the right to refuse entry to public examinations.

Fees for external examinations are paid by the school for the **first** sitting of an examination.

Careers / Higher Education

Sixth Form careers information is available in School from our Careers Advisor, the tutorial staff, the Head of Sixth Form and Assistant Head of Sixth Form.

Students do need to begin thinking about what they propose to do after the Sixth Form towards the end of the Lower Sixth. There are a number of options including higher education, an apprenticeship, a gap year, or employment. Tutors and other staff will give students full support whichever pathway they choose. The tutorial programme and UCAS preparation work conducted in the final half term of Lower Sixth is designed to support students in identifying their chosen pathways and identifying opportunities for work experience and relevant enrichment programmes.

Students with a particular career in mind would be well advised to seek a period of relevant work experience or work shadowing. Such experience is often essential if students are to stand any chance of gaining a place on competitive University courses such as medicine, law, veterinary science and the professions allied to medicine. We expect you to take the lead in finding yourself a suitable placement, but we will do all we can to help if you require assistance. The summer holiday between Lower and Upper Sixth is a good time to undertake such work experience.

Application procedures for Universities and Colleges through UCAS are dealt with in detail within school. A visit is arranged to a Higher Education Convention in the summer term and students are encouraged to attend University Open Days.

If you have set your sights on Oxford or Cambridge, School will give you specialist advice and will help you arrange a visit to an appropriate college.

Once a UCAS application has been made, the opportunity is often provided for Open Day attendance by the particular institutions concerned. As part of our UCAS preparation, students will be supported to identify Open Days of interest. We strongly recommend, however, that such visits, where possible, take place out of School time and that some consideration be given to visiting institutions during the long summer holiday between Lower Sixth/Upper Sixth.

Sixth Form Leadership

Sixth Form students are invited to apply for a range of leadership positions in the Spring term. These roles are designed to provide meaningful leadership opportunities for our young people by helping them prepare for life after Fulneck.

Duties

We rely on Sixth Form students to help in the running of the School. Students will be expected to help out on the lunch queue on a rota basis working closely with the member of staff on duty.

Your own standards must be seen to be above reproach. You cannot apply a set of rules to people if you are seen to be breaking them yourself. Under no circumstances must any Sixth Form student physically or verbally abuse younger pupils. You must avoid all physical contact with younger pupils, whatever the circumstances.

The School Code of Conduct states that 'if Sixth Form students (on duty) make a request to a pupil they should be obeyed'. Obviously we expect your requests whilst on duty to be polite, appropriate and reasonable, but if such requests are ignored please refer a member of staff. Sixth Form students are entitled to the respect and co-operation of younger pupils. If you wish to make a complaint about a younger pupil, make a detailed note of the incident and pass it to the Head of Sixth Form.

Sixth Form students may be called upon to do other occasional duties such as showing visitors around school, attending Open Days and events organised by the Parents and Friends Association.

Other contacts with the rest of the school

We encourage any Sixth Form students who are considering a career working with children to spend some time during the week helping in the Nursery or the Junior School. We rely on Sixth Form students to become involved in the organisation of a range of whole school activities including Sport, Choir, Charities and House events. Sixth Form students often volunteer to help younger pupils with their work, for instance via paired reading schemes, with revision advice for Key Stage 3 or GCSE exams, and football coaching.

If you have any ideas about activities which you would like to initiate, please talk to us and the Sixth Form Leadership team and we will do all we can to help you get your scheme 'off the ground'.

Sixth Form Committees

There are Sixth Form Committees, which discuss matters of interest to the Sixth Form. These Committees enable the student voice to be heard on a wide range of issues.

Extra-curricular involvement

Try to take the opportunity in the Sixth Form to develop your interests and hobbies. School offers a wide range of extra-curricular activities in which you could participate, from World Challenge expeditions to Chess Club. Potential employers or University Admissions Tutors are very interested in the 'whole person' and not just his/her academic record. It is vital that you stand out from the crowd, so get involved!

Saturday / Part-time Jobs

Whilst it is beneficial for students to gain work experience it is important that part-time employment does not affect study. Your A-level work requires a great deal of time and energy. Recent research has shown that the Advanced level results of Sixth Formers who work more than 6 or 7 hours per week may be adversely affected, sometimes by as much as two grades. It also needs to be said that this research found that working for a few hours per week increases young peoples' confidence, self-esteem and organisation skills. Employment is probably best limited to either one night per week or the weekend, but in practice this is often difficult. Once employers discover that Sixth Form students are reliable and competent they often put pressure on them to work longer, so it is important for you to work out where your priorities lie. If you are to be really successful in the Sixth Form, your priority has to be your studies.

Agreed Sixth Form Dress Code

We do not ask Sixth Form students to wear school uniform. We do, however, expect you to conform to a smart business standard of dress. We are preparing you, our Sixth Formers for the professional world and we want to maintain a productive and professional atmosphere. It must also be borne in mind that outsiders regard you as representatives of the School. We would also hope that, as in other aspects of School's life, you will set a high standard for the younger pupils to follow by always seeking to be smart, clean and tidy. Leather garments including outdoor coats, denim and denim style clothing are not permitted. Please also avoid fleeces. Your appearance should be smart, clean and tidy in School and when travelling to and from School.

Business Dress – Our key Principles

There is a requirement for all Sixth Form students to look smart, clean and tidy in order to be taken seriously by fellow students and staff, to act as role models for younger pupils and to represent School to the outside world.

Girls

- Smart business dress or suit – to include a jacket with a formal dress, a free-hanging skirt or trousers and smart footwear
- Jackets –should be brought every day; a cardigan may be worn beneath the jacket. Jackets should be worn when moving around the school site.
- Blouse/formal top – to be appropriate in a formal setting (i.e. not revealing the cleavage or midriff)
- Undergarments should not be visible beneath blouses.
- Dress/skirt length – to be of a conservative length.
- Trousers – No denim or leggings please.
- Tights – should be plain and in a sober colour or flesh toned
- Footwear – office-style shoes, boots and sandals are acceptable

- If jewellery and make-up are worn, they should be sensibly discreet. (Nose piercings are not acceptable.)

Boys

- Formal business suit of sober colour and design.
- Jacket sleeves should be worn at full length.
- Shirts and ties may be plain or patterned. Shirts must be worn fully buttoned; round-necked pullovers should be avoided.
- Plain dark shoes (not trainers).
- Boys must be well groomed and smart.
- Boys may wear a signet or similar ring but ear studs are not acceptable

All Sixth Form Students

Outdoor coats should not be worn during lessons, in the dining hall or in assembly.
All clothing should be clearly marked with the student's name.

Exceptions to the Sixth Form dress code may only be made on religious or health grounds and are at the Principal's discretion. For out of school visits, Sixth Form students will be expected to wear normal school attire unless the member of staff responsible gives permission for other dress.

We reserve the right to question any Sixth Former who does not conform to the school's guidelines and, if necessary, to ask him/her to return home to change into suitable attire. Extremes of dress or hairstyle are not appropriate in a school context and will not be acceptable.

Mobile phones

If you bring a mobile phone to school, please show courtesy and consideration to others in the way in which you use it.

During the school day only use it for outgoing calls and for serious reasons. Ensure that it is left in a mode which will not disturb lessons or study sessions. **On no account should you walk round the school using a mobile phone.** Phones should not be visible at all around school and must only used in the Sixth Form building.

Unacceptable Use:

- Mobile phones will not be used to make calls, send SMS messages, charged, surf the internet, take photos or use any other application whilst in a lesson. (Unless directed by a member of staff)
- Using mobile phones to bully and threaten other students constitutes cyber bullying and will fall under our policy for such resulting in appropriate sanctions being issued.
- It is forbidden for students to use their mobile phones to take videos and pictures of acts to denigrate and humiliate other students or staff and then send the pictures to other parties or upload it to a website for public viewing. This also includes using mobile phones to photograph or film any student or staff without their consent. Posting private information about another person will not be tolerated.

- Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the Sixth Form.
- Mobile phones must not be used to conduct commercial business whilst on the school premises.
- Any student caught using a mobile phone to cheat in exams or assessments will be reported to the appropriate examination board.

Please take good care of your mobile phone. School will take no responsibility for any loss. We reserve the right to confiscate mobile phones if students persistently fail to comply with these guidelines.

Other Personal Possessions

The possessions you bring in to school are your own responsibility. We strongly recommend that expensive items like laptop computers and musical instruments be insured. School will take no responsibility for their damage or loss.

You are advised not to bring large sums of money to school but only what is necessary for your own immediate needs.

Sixth Form students may bring an MP3 player or similar device to school but these may only be used within the Sixth Form Centre. As always, we must conduct ourselves with consideration to others and the volume must be adjusted so as to be inaudible to any person other than the user.

Lunch

Lunch is served in the Dining Room at 12.40 pm at the east end of the campus. During the main lunch period, Sixth Form students go into lunch before the rest of the school **unless they have a duty to perform**.

Sixth Form Assembly

Sixth Form assembly takes place on Wednesdays in the West Hall except during school examination periods. Please be ready for a prompt start. The form the assembly takes will vary but we expect everyone who attends to show courtesy to those conducting assembly by sitting in attentive silence.

Contributions from Sixth Formers are most welcome although never compulsory.

Student Diary

An academic diary is issued to all Sixth Form students in September to help them in organising their studies and workload.

The Sixth Form Learning Agreement

At Fulneck we place a high value not only on academic success but also your education and development in a wider sense. We value such qualities as fairness, equality, respect, responsibility and honesty. This is a two way process; the school is committed to giving you support and guidance but in return we expect commitment, responsibility and effort from our students. When you accept a place in the Sixth Form you agree to the terms below which are all focused on your all round development and making the Sixth Form an effective place to learn.

Learner Entitlement:

The Sixth Form will endeavour to deliver learning opportunities for students which will:

- Enable you to achieve your full academic potential.
- Provide a range of courses to prepare you for further study, training or employment, from whatever level you are starting.
- Take place in a safe, accessible, caring and supportive environment.
- Be delivered by suitably qualified staff using appropriate resources
- Provide a form tutor who will meet with you regularly to monitor and guide you through your time in the Sixth Form.
- Give the opportunity for your parents/carer to come into school to discuss your progress.
- Support you in developing appropriate study skills and overcoming barriers, which might get in the way of your learning.
- Provide you with careers information and support for Higher Education, employment and other post-Sixth Form options.
- Encourage you to take an active part in a range of enrichment and volunteering activities.

Learning Expectations:

Students within the Sixth Form are considered young adults who should set a model of good behaviour for students in younger years. As such, they are considered to be able to make informed choices about their conduct. Generally you will be given more freedom and privileges in the Sixth Form. However, these carry responsibilities. As a student in our Sixth Form you will be expected to:

- Participate in a mature and responsible manner in all your courses.
- Attend and arrive punctually at all timetabled lessons including supervised study
- Take responsibility for your own learning with the support of your subject teachers and form tutor.
- Complete all work set by staff for the required time.
- Give priority to school work and Independent Learning.
- Make effective use of Study time.
- Respect the Sixth Form and wider school facilities and resources.

- Conduct yourself in a manner appropriate to the most senior students in the school, respecting the individual rights of all members of the school community.
- Adhere to the Sixth Form Dress Code
- Not to smoke on or near to the school campus.
- Take part in the range of enrichment activities offered in the Sixth Form.

And Finally

We hope that the Sixth Form is a purposeful, supportive and happy place. It is a place where courtesy and consideration for others prevail and where everyone works to achieve their fullest potential.

Remember that staff are here to help and advise you. If you feel in any doubt about anything, have any worries, ideas or complaints or fears – talk to us!

BEHAVIOUR, DISCIPLINE AND SANCTIONS IN THE SIXTH FORM

General

As part of the School community, the Sixth Form continues broadly to be subject to the School's Behaviour Policy. Nevertheless, within that context every effort is made to support and encourage students on the path to adulthood, and to develop a mature sense of personal and social responsibility during their time in the Sixth Form.

Students are expected to treat our environment and each other with respect. Additionally, a culture of teamwork, co-operation and mutual care and support is actively encouraged within the Sixth Form.

Behaviour Management of Sixth Form

Level	Criteria	Response
Green	<ul style="list-style-type: none"> ● On target in all subjects ● All work up to date ● Attendance above 95% ● No punctuality issues ● Appearance is in line with the Sixth Form dress code 	<ul style="list-style-type: none"> ● Letter sent home celebrating success on a half termly basis ● All privileges in place ● Entry into the Prize draw each half term
Yellow	<ul style="list-style-type: none"> ● Below target in one or more subjects ● Unacceptable behaviour in class ● Continued breach of the Sixth Form Dress Code ● Breach of the school's ICT Acceptable Use Policy ● Persistent poor, low-level behaviour ● Being in school but absent from a lesson ● Careless driving on school site, parking in unauthorised places ● Off site without signing out, or seeking permission where necessary ● Poor attendance below 95% 	<ul style="list-style-type: none"> ● Conversation with member of subject staff affected ● Yellow alert logged on student record (Subject tutor, Head of Department, Tutor and Head of Sixth Form notified) ● Tutor to give verbal warning & arrange restorative action ● Review of student status after 2 weeks
Amber	<ul style="list-style-type: none"> ● Failure to make necessary changes following Yellow Alert ● Poor attendance - below 90% ● Repeated lateness ● Failure to comply with a reasonable request of a member of staff ● Persistent failure to hand in work / meet BTEC coursework deadlines ● Persistent rowdiness and/or inappropriate playing of computer games within Sixth Form study areas ● Breach of the ICT Acceptable Use Policy causing serious inconvenience to others or damage to the Sixth Form systems/services 	<ul style="list-style-type: none"> ● Formal written warning from Head of Sixth Form to the student ● Orange Alert logged on student record (Subject tutor, Head of Department, Tutor and Head of Sixth Form notified) ● Orange alert letter sent home ● Student to have a formal interview with Head of Sixth Form - targets to be set and reviewed by tutor
Red	<ul style="list-style-type: none"> ● Failure to make necessary changes following Orange Alert ● Repeated minor misconduct ● Persistent breach of Code of Conduct ● Swearing or verbal abuse directed at students or staff ● Failure to comply with Health and Safety 	<ul style="list-style-type: none"> ● Letter home informing parents/carers of red alert ● Appointment for formal meeting of students and their parent/guardian with Head of 6th Form & tutor ● Student Agreement put in place, which contains clear targets for improvement

	regulations including smoking regulations <ul style="list-style-type: none"> ● Viewing inappropriate material on the computer, including pornography 	with time scale for change. <ul style="list-style-type: none"> ● Review date agreed
Final Warning	<ul style="list-style-type: none"> ● Failure to make necessary changes following Student Agreement ● Physical abuse or threat of physical abuse towards a member of staff or another student ● Persistent harassment of a member of staff or another student ● Criminal activity including drugs, alcohol, theft and violence ● Deliberate damage to School property ● Serious violation of the school's rules and procedures concerning Health and Safety ● Serious violation of the ICT Acceptable Use Policy ● Damaging the reputation of the School ● Repeated failure to comply with the Sixth Form rules, policies, warnings or code of conduct 	<ul style="list-style-type: none"> ● Investigation by Head of Sixth Form ● Referral to Principal ● Consider a period of exclusion

If all parties concerned are satisfied that the necessary changes/actions have taken place within a two week period, the student will return to Green Status. If not, the student will move up to the next level.

Term Dates 2018/2019

Autumn Term 2018

Staff INSET Days	Thursday 30th August 2018 Friday 31st August	
New boarders arrive	Monday 3rd September	
Boarders return	Saturday 1 st September	2.00 pm
Term commences	Monday 3 rd September	3.00 pm to 5.00 pm
Half term commences	Tuesday 4 th September	
Boarders return	Friday 19 th October	3.55pm
Term recommences	Sunday 4 th November	3.00 pm to 5.00 pm
Term ends	Monday 5 th November Friday 14 th December	3.55 pm

Spring Term 2019

Staff INSET Day	Friday 4 th January 2019	
Boarders return	Sunday 6 th January	3.00 pm to 5.00 pm
Term commences	Monday 7 th January	
Half term commences	Friday 15 th February	3.55pm
Boarders return	Sunday 24 th February	3.00 pm to 5.00 pm
Term recommences	Monday 25 th February	
Term ends	Friday 5 th April	3.55pm

Summer Term 2019

Boarders return	Tuesday 23 rd April	3.00 pm to 5.00 pm
Term commences	Wednesday 24 th April	
May Day Bank Holiday	Monday 6 th May	
Half term commences	Friday 24 th May	3.55pm
Boarders return	Sunday 2 nd June	3.00 pm to 5.00 pm
Term recommences	Monday 3 rd June	
Term ends	Friday 5 th July	3.55 pm

Autumn Term 2019

Staff INSET Days	Friday 30 th August Monday 2 nd September Tuesday 3 rd September	
New boarders Induction starts	Monday 2 nd September	9.00 am
Boarders return	Tuesday 3 rd September	3.00 pm to 5.00 pm
Term commences	Wednesday 4 th September	

Please note that Homework Club for senior school pupils runs until 5.30 pm. On the last day of the autumn and summer terms, there will be no Homework Club. Late Classes for junior school pupils finish at 6pm.

STAFF LIST 2018/2019

Senior School

Mr P C Taylor, BA Hons (Durham), PGCE	Principal
Mrs G L Carver, BSc Hons (Sheffield), PGCE	Vice-Principal/Head of Senior School, Head of Psychology
Mr D G Barran, BA Hons (Sunderland), PGCE	Head of Design Technology
Miss I Baskarad, BSc (Leeds), PGCE	Maths
Mrs S Bassi, BSc Hons (Durham), PGCE	Head of Maths
Miss V K Beggs, BEng Hons (London), PGCE	Maths
Miss S Bello, Masters (Coruna University, Spain)	Spanish
Miss C H Cahill, BSc Hons (Aberystwyth), PGCE	Business Studies
Mrs C N Carter, BSc Hons (Loughborough), PGCE	Head of Food and Nutrition
Mr A D Chilvers, BA Hons (London), PGCE	Senior Teacher
	Head of History/Politics
Mrs K A Dunn, BA (Liverpool), Dip HE, AMBDA	Head of Learning Support
Mrs A B Dunnet, BA Hons (Leeds Metropolitan), QTS	Physical Education
Mr R J Evans, BEng Hons (Bradford), BEd (Huddersfield)	Head of Information Technology
Ms N Ghosh, BSc Hons (Liverpool), PGCE	Head of Chemistry
Mr J E Hargreaves, BA Hons (Manchester), PGCE	Assistant Head of Sixth Form, Head of Art
Mr I C Harrison, BSc (Hull), PGCE	Head of Sixth Form, Physics
Mrs K H Haxby, BA Hons (Leeds), PGCE	Head of Pegasus House, English
Mrs P Horrocks, BA Hons (North Cheshire), PGCE	Learning Support
Mr M Howell, BA Hons (Stafford), PGCE	Head of Business Studies and Economics
Ms K James BS Hons, (Sheffield Hallam), PGCE	Head of English, Drama
Mr S M Kitson, BSc Hons (Keele), PGCE	Head of Geography
Mrs E J Lawn, BA Hons (Glasgow), PGCE	Food and Nutrition
Mr M Middlemiss, BA Hons (Leeds), PGCE	Head of Religious Studies, History, Politics
Dr C M Neuberg, PhD, Diplome d'Etudes Approfondies (France)	Head of Science, Head of Physics
Mr C D Norris, BSc Hons (Bradford), PGCE	Director of Studies, Head of Biology
Miss C L Palmer, BHSc Hons (York), PGCE	Assistant SENCO
Mr R J Potts, BA Hons (Leeds), PGCE	Head of Pastoral Care, Head of Phoenix House, English
Mr R Rhoades, BA (Leeds Metropolitan), PGCE	Head of Music, PSHEE
Mr M R Robinson, BSc Hons (Edinburgh), PGCE	Chemistry
Mrs H Stewart, MA (Leeds), BA, QTS	Safeguarding Lead, Head of Griffin House, Head of PSHEE, Information Technology
Mrs D G Tiffany, BSc Hons (Birmingham), PGCE	Physical Education
Mr R M Walker, BSc Hons (Leeds), PGCE	Head of Physical Education
Miss C B Wold, BSc (University of Oslo), PGCE	Biology
Miss G Zincke, BA Hons (Leicester De Montfort), PGCE	Drama, English
Miss V Zurakowski, BA (University of Otago), DELTA, TESOL	Head of International Studies
Mr B Barter, BA Hons (Leeds Beckett)	Sports Coaching
Miss E Carrick, BA Hons (Leeds Trinity)	Sports Coaching

PART-TIME PERIPATETIC STAFF

Mr D Hoyle	Brass/Director of School Band
Miss C Kitson, BMus Hons (Birmingham), PGCE	Singing
Mr M Pearson, BA Hons (University of Central Lancashire)	Guitar
Mr A Pryde, BA Hons (Leeds College of Music)	Percussion
Miss F Soothill, BA (Liverpool), PGCE	Violin
Mrs J Walker, CertEd (Leeds), DipMus, LTCL	Piano
Miss K E Wood, BA Hons (York)	Woodwind
Miss M A Ruse, BA Hons (Manchester Metropolitan), PGCE	Speech & Drama

BOARDING STAFF

Mrs J Gabbitas	Head of Boarding/ Head of Girls' Boarding
Mr R Rhoades, BA (Leeds Metropolitan), PGCE	Head of Boys' Boarding
Miss H C Pickersgill	Assistant Housemistress
Mr M Russo	Assistant Housemaster