



HIGHSTED SIXTH FORM 2019-2021

GENERAL INFORMATION

The Sixth Form: what to expect

A different approach

- You will be treated as the young adults you are, with more flexibility and freedom of choice. Most subjects are delivered in four teacher contact periods a week and in addition you will usually have a small amount of non-contact time in which you can organise your studies
- You can leave school site at break and lunchtime if you wish.
- The responsibility for your studies lies with you. You will be expected to be well-prepared, to work hard and to participate at an adult level.
- Lessons are generally taught in smaller groups.

Facilities

- The student social area, with kitchen, dining area and soft furnishings, can be used to discuss work, relax and make hot drinks and snacks. Please remember to leave it clean and tidy.
- The library is usually available for silent work and you may be permitted to arrange to visit the town library in non-contact periods.
- S1 and S5 are the Sixth Form allocated study areas, equipped with computers to support and enhance your study.
- You will have access to the school computer system and you can have a free e-mail account.
- After consultation, you may be able to use specialist facilities to further your studies in non-contact time, e.g. for Art, Photography, Design Technology and Theatre Studies.

Tutor groups

- Tutor groups are vertically structured. Students from Year 7 through to Year 13 are members of each form group. The size of the group will usually be about 24 students, with approximately 4 members of the Sixth Form in each tutor group. You will have contact with your form twice a day.
- You will usually keep the same tutor as you progress through the school; tutors get to know you well, and they are experienced in discussing the issues which concern you.

In Year 12

- Tutorials help you to develop useful study skills and time management, later in the year the focus switches to helping you to prepare for the future, as you research higher education and careers.
- There will also be two or three health related sessions run during the year for issues particularly relevant to you.
- You will have specialist input to support you in making choices about your future after Highsted with the option of arranging an interview with an independent careers advisor if you wish.
- You will be encouraged to organise for yourself and to undertake work experience where important and relevant to your future aspirations.



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- The end of year examinations will enable you to assess your projected performance and will help to inform you about decisions to be made for Year 13, with regard to your subjects.
- Throughout Years 12 and 13 you will study an enrichment route. This is not only an academic course, but an enjoyable way of broadening your knowledge and experience. Furthermore, you will improve your key skills through this route.

In Year 13

- You should return in September with well-developed plans for the future.
- Applications for higher education are completed in the first half of the autumn term and considerable advice will be given.
- Opportunities for contact with local employers are offered a little later.
- Help is also available for applicants to further education such as Art Foundation courses.
- You can request an additional careers appointment at any time.
- Tutors will help you to assess your progress, as well as discussing such topics as university and job interviews.
- The focus is very much on the future, through tutorial sessions, talks and examination preparation.
- During the spring term Student Finance forms and advice will be supplied by tutors and the Assistant Headteacher with overview of Sixth Form.

Pastoral care

- The Assistant Headteacher for Sixth Form is responsible for Year 12 and Year 13.
- You can consult the, Assistant Headteacher for Sixth Form, the Key Stage 5 Learning Mentor or your tutor over concerns affecting your progress. Your problems may well be adult ones with no easy solution, but we can provide a listening ear and perhaps some useful advice.
- As acknowledged by Ofsted, relationships between students and staff at Highsted are excellent, and you will benefit from the caring attitudes of a happy school community.

Finances

- Whilst we accept that many students will opt for some form of part-time employment during their studies, we do urge that this be **kept to a minimum**. Surveys have shown that there is a close correlation between too much paid employment and underachievement at A Level. Nonetheless there are one or two unavoidable costs in studying at this level. Students are responsible for:
 1. **Transport costs to and from school. (Sixth Form students don't qualify for free travel even if they did in Year 11).**
 2. **Providing your own stationery.**
 3. **Trips and excursions.**
- Government funding may be available to support your studies through the 16-19 Bursary. Details about eligibility can be found at www.gov.uk/1619-bursary-fund Information about how to apply will be provided later in the year.



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Preparation for 'life after Highsted'

- You can use the Unifrog Careers Platform with a wide range of information and access to computer assisted guidance.
- You will have a careers interview in Year 12 and can arrange further discussions as needed.
- Professionals, such as accountants, human resources managers, solicitors, social workers and people in the medical profession are invited into school to give advice and talks about their own careers to inform you better.
- Year 12 students attend a Higher Education Convention and the University of Sussex Open Day, and you are encouraged to attend other Open Days. In the Summer Term there will be a Careers Convention when students will be able to attend talks given by University Admissions Tutors.
- In July of Year 12, Highsted hosts a UCAS Information Evening during which representatives from a variety of universities nationally, will be in attendance to tell you about university life and how to apply.
- You may attend lectures and courses on particular careers and will be well informed about such events.
- Visiting speakers give you the chance to ask questions, and advise you on important matters such as interview techniques, and you can sometimes arrange to visit employers. Furthermore, you will have the opportunity to have a 'mock' interview as appropriate.
- Be prepared to take the initiative and research your future positively as you take control of your life.

Homework and personal study

- Between four and five hours per week, per subject, are expected. At times you will need to do more.
- You will need good planning and organisation, because of the wide variety of tasks and differing deadlines.
- You should recognise the need for **continuous** background reading, research and consideration of past papers.
- You will need to balance your time so that study takes priority, while still leaving some time for social activity, work-experience or part-time paid work.
- Avoid overloading yourself with new commitments while adjusting to your new studies.
- The onus is very much upon you to take responsibility for your studies. **Do not get off to a slow start!** Remember too that we write university references on the basis of **the performance you have shown in the first year.**



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Dress

In a large and diverse organisation a standard of dress is required that is conducive to efficient and careful work for all its members. Whilst we want you to be comfortable, you must at the same time, respect the sensibilities of your peers, the main school pupils and the staff.

The following items of dress are not permitted:

- Ripped or frayed jeans.
- Jogging bottoms or sportswear (unless attending a sports fixture).
- Tops that expose midriff or cleavage
- Flip flops or heavy boots.
- Shoes with a heel that is higher than 5cm.
- Short skirts/shorts (no shorter than 5cm above the knee).
- Short dresses (no shorter than 5cm above the knee).
- Anything deemed inappropriate by the Sixth Form Team.

Allowing a personal choice of clothing is a privilege and not a right in the Sixth Form and students without suitable attire will automatically be asked to change. In addition, students will have their exit privileges removed.

For formal school occasions like Awards Evening, you will need a black knee length skirt and white blouse, with black tights and shoes. Alternatively, you should wear a white shirt, plain tie and black trousers with smart shoes.

Recognising the young adults that you are, we have not instituted a formal ruling on body piercing; please be aware that you must comply with all health and safety regulations and that if we feel the piercing is excessive and or offensive, you will be asked to take it out.

Attendance and Punctuality

- Punctuality and attendance are of special interest to future employers and university admissions tutors. Full attendance from **8.40 to 3.30** each school day is required (unless special permission has been given in advance).
- In exceptional circumstances requests for absence from school may be granted, provided that students go through the right channels and give plenty of notice. Please note that if you do not attend school regularly, or are often late, **we must include this information in references to employers and admissions tutors.**
- **We will not** approve holidays during term time as this has a proven negative impact on the learning of students.



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- Where extension activities or classes are part of any course, then participation at these is expected as part of your normal attendance, and will be recorded as such.
- Registration at post-16 conforms to Highsted's belief in developing responsible and independent young adults.

Reward Policy

In an ever changing Labour Market, it is clear that millennials are expected to embody a wide range of skills and qualities that are not always accessible in the classroom. A recent study from the CBI has identified the core skills that are sought by employers for graduate positions including self-management, teamwork business and customer awareness, problem solving, communication and literacy, application of numeracy application of information technology, entrepreneurship and underpinning all skills - a positive attitude.

In order to encourage the development of these attributes in our Sixth Form students we are introducing the Highsted Sixth Form Award which we expect all students to participate in. In order to make the most of the Sixth Form experience, we believe that students should engage with and contribute to all aspects of school life alongside being a role model for our younger students. The Highsted Award will recognise achievements in these alternative aspects of the school experience.

The Award requires you to achieve 4 of the following for the Bronze level award (£25 prize*), 5 to achieve Silver (£50 prize*) and 7 to achieve Gold (£80 prize*). The Awards will be presented at the Final Assembly for Year 12 & 13.

*The Governors reserve the right to alter the amounts for each award if necessary.

1. Contribution to School Life: Consider your contributions to Highsted's community and the house system. This could include sporting or musical contributions, running clubs, mentoring, etc. To complete the award, you must have taken on an area of responsibility e.g. prefect, class-captain or school council representative.
2. Building an application: you must have completed your UCAS application and created a CV by 18 December 2018.
3. Punctuality and attendance: you must achieve above 95% attendance and punctuality.
4. Enrichment or Work Experience: you must have completed at least 32 hours of work experience in the Sixth Form, as evidenced by a completion of a signed timesheet and delivery of a presentation to your peers in an assembly. This does not need to be 32 hours continuously and it can include volunteering, which you may be doing outside school or as part of the Duke of Edinburgh's Award.



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5. **Wider Curiosity:** you must provide evidence, by giving a presentation to your house/year group, of learning beyond the exam specification. This could include the reading of a subject specific book or journal, watching a relevant film or documentary, participation in the Sixth Form Lecture series or any activity which shows an active attitude to learning beyond the classroom.
6. **Subject Mastery:** submit an essay or artefact of your choice. It can have been previously entered for an external competition (including the EPQ*) or it can be a piece of work that you are particularly proud of. It can also include success in the Maths Challenge, Olympiads or any other extra-curricular achievements.
7. **Academics:** be consistently working at or above your ALPS targets throughout Year 12 and 13 in 3 or more A Levels subjects (as evidenced by Interim Assessments).

*EPQ can only be used once, either in Subject Mastery or Wider Curiosity.

Evidence for the award must have been completed by the end of Term 5 in Year 12 and Term 4 in Year 13. All evidence must be logged in your Google Drive account and validated. Factors such as attendance and academic progress will be decided by the Assistant Headteacher KS5.

Broadening your experience

- Universities and employers look for character and interests as well as academic achievement.
- In school you can get involved in House Drama, debating, public speaking, music or sport.
- You could stand for School Council, join a sixth form society or form a new one become a Student Counsellor, or help with charity events.
- Prefects are elected by students and staff and make an enormous contribution to school life.
- You could volunteer to represent Highsted on the Swale Youth Forum.
- The possibilities are endless, and you could always start something new.
- Students also have a wide range of interests outside school, for example: scouting; St Johns Ambulance or baton-twirling. Some activities in this area will count as a timetable option.

After you have left

- Yes, we never give up.
- We're here when the A Level results come out, to congratulate you and advise you, helping you to move forward positively.
- As an alumni of the school we hope you will then keep in touch and give those that follow in your footsteps the benefit of your experience.