



## A-Z OF





## **ABSENCE**

If a student is absent from school, for whatever reason, a parent/carer must telephone the absence line for every day of their absence to state the reason. The number is 01275 852251. Students are not able to report their own absence. Parents/carers must send confirmation of any planned absences such as medical appointments to the relevant tutor to authorise. More guidance on attendance can be found in the handbook.

## **ABSOLUTE**

Based on the school's ethos of *Aspire, Believe, Succeed*, the ABSolute curriculum fulfills our statutory requirements of providing high quality RSHE (Relationships, Sex and Health Education) as well as contributing towards the promotion of British Values and SMSC (Spiritual, Moral, Social and Cultural Development). The aim of this curriculum is to build students' knowledge and understanding of the world they live in, their rights and responsibilities as well as promoting tolerance and understanding.

## **ACADEMIC MENTORING**

Students will meet with their tutor regularly to discuss academic and personal progress in school. There will be an opportunity for students to talk about any issues they may have, and to receive guidance on what is important for them, whether it is organising folders or planning a future career path. The Head of Sixth Form and Heads of Year will liaise with staff about students who are not making the expected progress and there is a clear procedure for those who are causing concern.

## **ALCOHOL**

Students are not permitted to bring alcohol onto the premises, consume alcohol at any time during the school day or attend school under the influence of alcohol, regardless of whether they are 18. Students who do so risk exclusion.

## **ASSEMBLIES**

We have regular assemblies, and attendance is compulsory. It is the only time we meet as a Sixth Form or year group, and there are important messages from students and staff alike which will support students journey through post 16 education. There will also be guest speakers who have been invited to present on a range of Sixth Form specific topics.



## **ASSESSMENT**

Students will experience a range of assessment strategies within subject areas, from low stake quizzes, exam questions, assignments and topic tests to mock exams. At set times of the academic year, students will also receive progress reports which will include a predicted grade, currently working at grade, commitment to learning grade and behaviour grade.

## **ATTENDANCE**

At Nailsea Sixth Form we allow students more freedom than at other post-16 centres, in that our students have a set number of periods on their timetable when they do not need to be on site. However, as a result we expect students to be in full attendance when scheduled to be present, and monitor this closely. Attendance at morning registration is a legal requirement and it is a vital time for communication and career advice and guidance. Regular attendance is crucial to ensuring good grades at A Level, as missing just one lesson can have a significant impact on learning. Failure to meet these expectations may result in a student being asked to leave the course, the Sixth Form, or paying for exam entries, depending on the circumstances.

## **BEHAVIOUR**

Students within the Sixth Form are role models for the rest of the school, and we expect the behaviour of those having chosen to study beyond GCSE to be exemplary. Failure to meet our expectations may result in being moved onto a conduct stage and ultimately asked to leave the Sixth Form.

## **CALENDAR**

The calendar is available on the school website. This is regularly updated, and any changes or additions will be communicated to students through tutor time and assemblies.

## **CAR PARKING**

Students are asked to not bring any vehicle on to the school site. All car parking spaces are reserved for staff and visitors. Please park within the local community.



## **CAREERS**

All Sixth Form students have access to a dedicated careers advisor, in addition to the support of their tutor and the Sixth Form Team. We dedicate one tutor time each week to support learners with understanding the routes available to them post-18. It will give students the opportunity to explore the different routes available, and as part of this there will be trips and external speakers to ensure all students make an informed decision about their next steps. 1:1 Careers Advisor meetings will also take place at timetabled periods across the two academic years, and additional meetings can be arranged as required.

## **CLASS CHARTS**

Class Charts is our online learning platform that can be accessed by both parents and students. This is where students will be able to view their timetable, attendance, conduct report and homework set by teachers. Students can access Class Charts via the company's website or alternatively download the app to a tablet or phone to receive notifications.

## **CODE OF CONDUCT**

We have high expectations of our students at Nailsea Sixth Form, and place great emphasis on them acting as role models for our younger students and making positive contributions to our learning community. To achieve this we ask that students are Ready, Respectful and Responsible. Any student who fails to meet our expectations will be placed on a conduct stage.

## **DIRECTED STUDY**

If students fall behind in their studies or are not working at their target level, the tutor will set targets and monitor progress. Attendance to directed study periods (in place of home study periods) may be made compulsory until they are back on track. Failure to attend directed study sessions may result in the student being asked to leave the course, the Sixth Form, or paying for their own exam entries depending on the circumstances.

## **DRESS CODE**

Whilst we do not insist on a uniform, we do ask that students abide by the dress code found in our handbook and enrolment pack to ensure they are acting as role models for the younger students at Nailsea School.

## **DRIVING LESSONS**



It is recommended that students do not take driving lessons during the school day. Where this is unavoidable, students must ensure that they are only booked during non-contact periods. Any school activities such as tutor or enrichment, which are part of the weekly timetable, take precedence over driving lessons.

## **DRUGS**

The school has a clear policy for dealing with drug-related incidents should they occur during the school day, or on school trips and visits. The dealing in, possession of illegal drugs or legal highs, their misuse or being under the influence in school will normally result in permanent exclusion.

## **DUKE OF EDINBURGH AWARD SCHEME**

This is a highly regarded qualification that is offered at Nailsea School. The elements covered include: service, skill, physical recreation and expedition tasks. Universities and employers really value the award, as all participants contribute in a positive way to the community and develop their leadership skills.

## **EMPLOYMENT**

It is strongly recommended that students spend no more than two work sessions per week in part-time employment (i.e. one evening and Saturday morning, or all day on a Saturday). This should amount to no more than 10 hours. Experience has shown that any more time spent in employment is detrimental to students' examination performance. It is against the law to work during school hours.

## **ENRICHMENT**

We run a broad and balanced enrichment programme called 360°, which signifies the holistic development these opportunities give our students whilst studying at Sixth Form. The activities range from an academic focus such as OxBridge preparation and EPQ, to recreational such as team sports, art and film/media. Students also have the opportunity to volunteer within the local community, such as at local primary schools or care homes. 360° enrichment is compulsory and runs on a Tuesday afternoon from 1.20pm - 3.00pm.



## **EXAMINATIONS**

A-level examinations typically take place in the May/June of Year 13, however in certain subjects there are also exam series in January. During Year 12 and 13 there will be mock exam periods and it is essential students show through these assessments that they are on track to meet their target grade. Predicted grades for Year 13 are based on these assessments and will be shown on UCAS or employment applications. Where attendance, effort or coursework have not been satisfactory on any part of the course, we also reserve the right to charge students for exam entry.

## **EXTENDED PROJECT (EPQ)**

The extended project is a qualification which promotes independent and in-depth research into an individual project. Students can opt to take part in this initiative through the Tuesday afternoon 360° enrichment programme. It usually takes the form of a 5,000 word dissertation and logbook. Students work with a supervisor who will facilitate and track their progress throughout the process. Universities welcome this qualification, which carries additional UCAS points for students, and it comes highly recommended. It gives Sixth Form students an opportunity to study something which really interests them, and which may not be on their curriculum, whilst at the same time developing their independent research and study skills.

## **EXTRA READING**

Extra reading will provide students with context and a wider understanding of their subjects and is supplementary to set work. Extra reading will increase depth and breadth of knowledge and increase the likelihood of reaching or exceeding academic potential.

## **FOLDER POLICY**

Organisation throughout post 16 studies will have a positive impact on performance. Students are expected to have a Lever Arch folder for every subject they study. Their folders should be organised and provide clear evidence of the work they are doing and the progress they are making. Folder checks will be carried out by teachers and tutors to ensure high standards are maintained. Students should have their subject or unit folder with them during every lesson.

## **HOLIDAY (taken during school time)**

Parents/carers must apply in writing to request permission for term-time holidays. Only in exceptional circumstances will holidays be officially authorised, in line with government guidelines.



## **HOME STUDY**

At Nailsea Sixth Form we trust our students to act responsibly and manage their time effectively, therefore we allocate a number of home study sessions where students do not have to remain on-site. If a student misuses this time, fails to meet our expectations or is not on track to achieve their target grade, then home study periods will be removed.

## **LANYARDS**

Lanyards and name badges must always be worn and visible whilst on-site as part of our whole-school safeguarding policy. These identify Sixth Form students as trusted adults.

## **LEAVING SCHOOL PREMISES**

Students may leave the school-site during one of their home study periods or at social time, however they must sign in/out and only use the Community Entrance.

## **LOCKERS**

All students have the opportunity to purchase a locker for the year which are based within the Sixth Form area. There is a £10 deposit required by the Finance Department, and students will receive some of their deposit back upon returning the key at the end of Year 13.

## **LUNCH TIME AND BREAK TIME**

Sixth Form students are allowed off site at breaktimes and lunchtimes and when doing so are asked to be respectful of our local community and to avoid congregating in large groups. Students must sign in and out before using the Community Entrance. Sixth Form students have access to the social spaces within the Sixth Form and may purchase items from the school's canteen or cafés.

## **MOBILE PHONES/DEVICES**

As role models, it is important that Sixth Form students abide by the 'off and away for the whole school day' rule whilst outside of the Sixth Form area of the school. However, within the Sixth Form social areas, students may use their devices providing they are doing so responsibly. Mobile phones should not be used in class without permission from a member of staff.



## **OPEN DAY VISITS**

Open day visits to universities are encouraged to research and inform students next steps, however parents/carers must inform the tutor in advance so that the school can authorise the absence.

## **OXBRIDGE**

The term given to the traditional top universities – Oxford and Cambridge. Students need to have excellent GCSE grades to be considered for either of these universities and be predicted top grades at A-level. As a part of a scheme called Higher Education Plus, HE+, students will be supported through the process of applying to Oxbridge and other Russell universities.

## **RE-SITS OF GCSE SUBJECTS**

If students do not have grade 4 GCSE English and Maths on entry to the Sixth Form, it will be necessary to re-take these subjects. All employers and universities expect these qualifications as a bare minimum.

## **POST 16 LOUNGE**

Our Post-16 Lounge is the main social space for Sixth Form students, where they can relax and socialise with friends at break and lunchtime. This has been recently refurbished to make it a more enjoyable place for students to spend their time. It is the responsibility of every student to ensure the Lounge is respected and left clean and tidy for the Sixth Form community.

## **PREFECTS**

The Prefect Team are integral to our Sixth Form, and work collaboratively with each other and the wider school community to bring positive change. The team lead our whole school council, represent the school at key events throughout the year, run assemblies within the lower school and work hard to be visible and approachable to all members of the school community. Year 12 students will have the opportunity to apply for the Head Prefect or Senior Prefects roles in Term 6.





## **SMOKING**

Nailsea School has a no smoking policy for all users of the school. Smoking is not permitted by students on site or within the vicinity of the school, this includes e-cigarettes. Students are asked to respect this policy at all times.

## **SOCIAL EVENTS**

We run regular social events across the Sixth Form, from formal Ball's to in-school events. We believe that it is essential to find the right balance between academic studies and enjoying being part of a Sixth Form community. Students are asked to contribute £20 to the social fund, which ensures that we can continue to organise these opportunities which are so valuable.

## **STUDENT LEADERSHIP**

We will support students in becoming leaders of their own learning, driving their academic development and maximising potential. We celebrate that leadership can take many forms, and do not underestimate the impact that small acts of kindness can have on another member of the Sixth Form community. There are also more formal leadership opportunities such as Head and Senior Prefect positions. We encourage all students to engage in our wide range of leadership opportunities, as leadership is for everyone.

## **STUDY SKILLS**

A Level study demands new skills, including research, background reading, note-taking and more active contributions to classwork as well as extensive use of resources. Our VESPA programme built into tutor time is designed to ensure all students have the skills and mindset to be successful at post 16.

## **SUBJECT EVENING**

Once every academic year there will be a Subject Evening, where teachers will provide students and their parents/carers with an update on academic progress, commitment to learning and behaviour. This will also be an opportunity to discuss future assessment deadlines and exam preparation.

## **SUPERVISED STUDY**



Supervised study is a compulsory part of our timetable where students must be registered and remain in a study space completing subject based work. The ability to coordinate study time is an essential and yet sometimes challenging element of Sixth Form life. It is vital that students plan their time in a systematic way and establish a regular routine for completion of weekly work and longer assignments.

## **TARGET GRADES**

Target grades are calculated from GCSE results using a nationally recognised system and reflect the grades that students should achieve in their A Level exams. These should be used as a benchmark that students should not fall below, rather than the maximum that they are capable of achieving.

## **TUTORS AND TUTOR GROUPS**

There are separate tutor groups for Year 12 and 13 students. Tutors will support students academic and personal development throughout their time at Sixth Form. Where difficulties arise, we ask that students seek their tutor's assistance at an early stage rather than allowing a problem to develop. Tutor time is a compulsory and essential part of the school day. We have a robust pastoral curriculum that is designed to prepare all learners to succeed in their studies and life beyond Sixth Form.

## **TUTOR EVENING**

Parents/Carers and students will be invited to attend a Tutor Evening towards the end of the first term. This is an opportunity for the students' progress to be discussed on a holistic level, alongside any support required to ensure they have every opportunity to reach their potential.

## **UCAS**

The University and College Admissions System is the process by which students apply to universities at the start of Year 13. Our Careers programme will support students through the UCAS process and provide the necessary guidance for those who would like to continue their studies at university.

## **UNIFROG**

This online careers platform supports students in deciding their next steps onto university courses, apprenticeships, employment and gap years. As part of our careers programme, students will



build a portfolio of careers related activities and skills which are used to create high quality personal statements and applications. Both students and parents will be able to access Unifrog.

## **VESPA**

As part of our pastoral curriculum, we deliver the VESPA programme which supports the development of study skills that research suggests will lead to successful Sixth Form learners – Vision, Effort, Systems, Practice and Attitude.

## **VOLUNTEERING**

Every student is encouraged to take part in volunteering either in the community or in an area that interests them as a potential profession. Universities and employers look favourably on students who have engaged in voluntary service. Our 360° enrichment and whole-school extra-curricular programmes provide students with great opportunities to volunteer and make positive contributions within the school and wider community.

## **WORK EXPERIENCE**

In Year 12 students will undertake work experience during a designated week in Term 6. Work experience will help to develop career plans and support applications to higher education and/or employment. The scheme will be launched early in the academic year to enable students to secure a suitable placement. For some higher education courses further work experience may be required. It's an essential part of Sixth Form.