



Student and Parent/Carer Handbook

YOUR JOURNEY | YOUR FUTURE



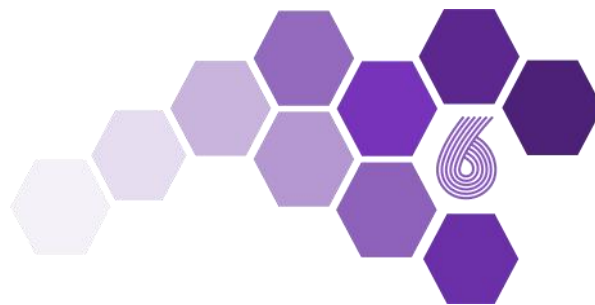
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Welcome to Nailsea Sixth Form



Whether you are new to the school or are continuing your education with us, we are delighted to welcome you to our community. You have made a positive decision to study here at post-16 level and our aim is to ensure that you fulfil your potential. This handbook is designed to provide you with the essential information you will need to study your courses and positively contribute to Sixth Form life.

The Sixth Form Team and I are here to support you throughout the next stage of your journey through education, both personally and academically. We are extremely proud of our Sixth Form and believe one of our strengths has been creating a welcoming and inclusive community.

We are passionate about creating independent learners and empowering students to embrace our mantra 'your journey, your future'. Student leadership is at the heart of our Sixth Form, and we encourage every student to engage in 'everyday leadership' as well as taking on more formal leadership opportunities across the school.

At Nailsea Sixth Form we place great emphasis on developing the holistic student, seeking to support students in their journey towards becoming well-rounded individuals who positively contribute to our local and the wider community. We understand that grades are paramount to your future and our primary goal is that you achieve as highly as possible to give you the best opportunities in life. However our students will also have the opportunity to participate in a wide range of valuable experiences outside of the taught curriculum.

We have high expectations of our Sixth Form students, who must understand and take responsibility for their status as role models to the younger students within the school. As a team we will work hard to ensure these expectations are maintained.

I wish you the very best of luck on this important and exciting stage in your journey towards realising your aspirations.

Yours sincerely,

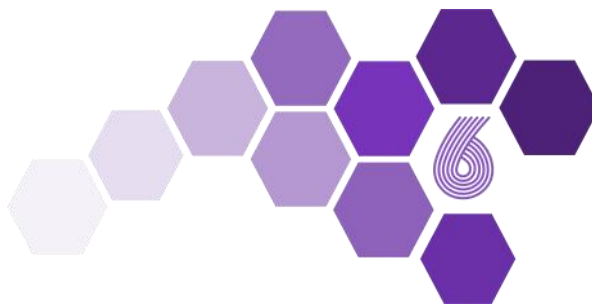
A handwritten signature in black ink, appearing to read 'D Truan', written over a light blue rectangular background.

Mr David Truan

Head of Sixth Form

Assistant Headteacher

Contact Information



School website address:	www.nailseaschool.com
School telephone number:	01275 852251
School absence line:	01275 852251 (option 2)

Sixth Form Leadership Team

Head of Sixth Form	Mr D Truan	dtruan@nailseaschool.com
Head of Year 13	Mrs N Macleod	nmacleod@nailseaschool.com
Head of Year 12	Miss G Britton	gbritton@nailseaschool.com
Head of Year 12	Mrs R Gardiner	rgardiner@nailseaschool.com
Sixth Form Learning Mentor	Miss E Summerell	esummerell@nailseaschool.com

Sixth Form Tutors

12.1	Mrs K Thompson	kthompson@nailseaschool.com
12.2	Mr A Payne	apayne@nailseaschool.com
12.3	Mr J Kirwan	jkirwan@nailseaschool.com
12.4	Mr D Pate	dpate@nailseaschool.com
12.5	Mr E Bennett	ebennett@nailseaschool.com
13.1	Ms T Smith	thsmith@nailseaschool.com
13.2	Miss A Cartwright	acartwright@nailseaschool.com
13.3	Miss J Cahill	jcahill@nailseaschool.com
13.4	Mrs J Groves	jgroves@nailseaschool.com
13.5	Miss R Davies	rdavies@nailseaschool.com

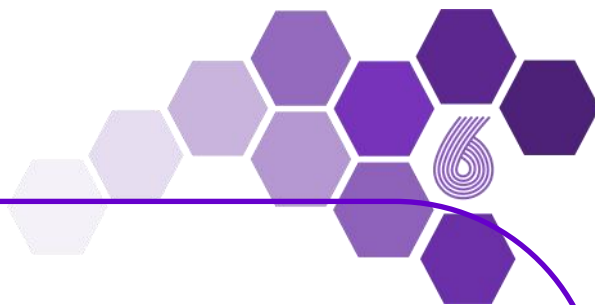
Nailsea Sixth Form is committed to safeguarding and promoting the welfare of our students.

If you have a concern about your own or another student's wellbeing or safety you can talk to any member of staff at Nailsea School, especially your tutor or a member of the Sixth Form Leadership Team. We also have a designated safeguarding lead and safeguarding officer.

While we cannot promise to keep confidentiality we will support you to find solutions to your issues and concerns within the agreed school and local policies and procedures.

Safeguarding Lead	Mr D Graffagnino	dgraffagnino@nailseaschool.com
Safeguarding Officer	Mrs R Tudor	safeguardingteam@nailseaschool.com

Key Dates



Date	Event
05 / 09 / 23	Year 12 first day and Induction
06 / 09 / 23	Year 13 first day
14 / 09 / 23	Year 12 Information Evening
21 / 09 / 23	Year 13 Information Evening
26 / 09 / 23	Year 13 Apprenticeship Show @ Ashton Gate
04 / 10 / 23	Year 12 University and Apprenticeship Fair @ Ashton Gate
09 / 10 / 22	Year 12 Report 1
12 / 10 / 23	Sixth Form social event
13 / 10 / 23	Year 13 internal EPQ deadline
16 / 10 / 23	Year 13 Report 1
19 / 10 / 23	Sixth Form meet the Tutor evening
20 / 10 / 23	Year 13 internal UCAS application deadline
30 / 10 / 23	Year 12 Prefect application deadline
13 / 11 / 23	Year 13 mock exams
23 / 11 / 23	Sixth Form Open Evening
14 / 12 / 23	Year 13 Mock Results Day
14 / 12 / 23	Sixth Form social event
11 / 01 / 24	Year 13 Subject Evening
15 / 01 / 23	Year 12 Report 2
24 / 01 / 24	Year 12 Parent Careers Information Evening
08 / 02 / 24	Sixth Form social event
21 / 03 / 24	Sixth Form social event
25 / 03 / 24	Year 13 Report 2
25 / 04 / 24	Year 12 Subject Evening
07 / 05 / 24	Year 13 Leavers Week
03 / 06 / 24	Year 12 Entrance Exams
03 / 06 / 24	Year 12 Head Prefect application deadline
24 / 06 / 24	Year 12 Pathways (WEX) Week
28 / 06 / 24	Sixth Form Summer Ball
08 / 07 / 24	Year 12 Report 3

The School Day



At Nailsea Sixth Form we operate a two week timetable, week 1 and week 2. We follow the same timing structure every day except for Tuesday, due to our 360° Enrichment Programme.

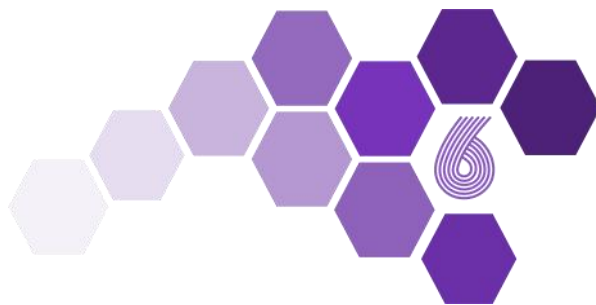
Monday, Wednesday, Thursday and Friday

Time	Activity
8.40 - 9.00am	Tutor time
9.00 - 10.00am	Period 1
10.00 - 11.00am	Period 2
11.00 - 11.20am	Break
11.20 - 12.20pm	Period 3
12.20 - 13.20pm	Period 4
13.20 - 14.00pm	Lunch
14.00 - 15.00pm	Period 5

Tuesday

Time	Activity
8.40 - 9.35am	Period 1
9.35 - 10.30am	Period 2
10.30 - 10.50am	Break
10.50 - 11.45am	Period 3
11.45 - 12.40pm	Period 4
12.40 - 13.20pm	Lunch
13.20 - 15.00pm	Enrichment

Core Values



○ ASPIRATIONAL LEARNERS ○

We are aspirational learners by:

- Exploring subject content beyond the curriculum through Aim Higher tasks
- Actively engaging in the Aspire and/or HE+ Programmes to support applications to competitive institutions
- Researching ambitious work experience opportunities to further develop career related skills and attributes



○ INDEPENDENT THINKERS ○

We are independent thinkers by:

- Enhancing our study skills and A level mindset through the VESPA Programme and Supervised Study
- Actively using Personal Learning Checklists to review our progress against subject specific content
- Attending university and apprenticeship fairs and open days to make well informed decision regarding our futures



○ COMMUNITY AMBASSADORS ○

We are community ambassadors by:

- Taking responsibility to model positive learning behaviours at all times
- Organising the whole-school council and making positive change for our community
- Volunteering and engaging in enrichment activities within the wider school and local communities



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. We promote three rules which set out our expectations:

READY ○ RESPECTFUL ○ RESPONSIBLE

○ BE READY ○

- By arriving at school and to every lesson on time
- By meeting all set deadlines
- By bringing all of the necessary equipment to school

○ BE RESPECTFUL ○

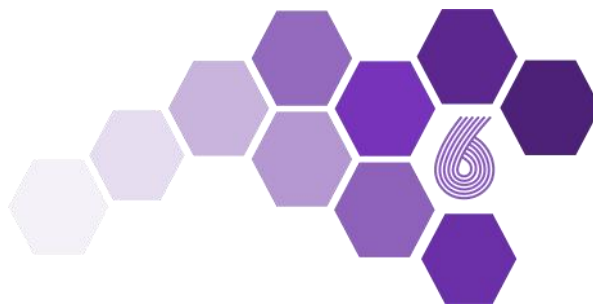
- To your peers by showing kindness and empathy
- To staff by listening to instructions and engaging in lesson activities
- To our environment by taking care of the Sixth Form and lower school site

○ BE RESPONSIBLE ○

- When in lessons by taking ownership of your learning
- When travelling around the school site by acting as a role model for younger students
- When in the local community by representing our school with pride

If a student consistently fails to meet our expectations without good reason, they will move on to our conduct system, which ultimately could result in being asked to leave the Sixth Form.

Attendance



At Nailsea School we expect 100% attendance when students are in good health. This applies to all scheduled sessions; lessons, assemblies, tutor time and supervised study. Students are expected to be punctual and arrive on-time to all lessons.

Research has shown that Sixth Form students with an attendance of 95% achieve on average one grade higher than students with an attendance of 85%. Therefore, a high level of attendance is crucial if students are to achieve.

If attendance over the academic year is below 90% in Year 12, students may not be able to progress to Year 13. Similarly, if attendance falls below 90% in Year 13, students may not be entered for their examinations.

Students will:

- Take responsibility for their performance by maintaining high levels of attendance and punctuality
- Follow Sixth Form procedures for attendance and punctuality
- Attend all scheduled lessons, tutor periods, assemblies, enrichment and supervised study lessons
- Contact their teachers to catch up on any missed work
- Seek to maintain an attendance level of 100%

Parents/Carers will:

- Fully support the Sixth Form attendance policy
- Notify the school of any absences or any matters that may affect attendance
- Support their child so that they meet our attendance expectations

Absences

Students will not fulfil their potential if they have poor attendance. Unless absolutely necessary, students should always seek to attend their lessons. Where they need special consideration, communication must be made with the Sixth Form Leadership Team in advance to gain permission for any alternative arrangements.

Authorised absences

The Head of Year must be informed by parents, in writing, in advance of any planned absences. Please note that authorisation is rarely given, however consideration (at the discretion of the Headteacher) will be given for family bereavement, medical appointments, university open days and interviews.

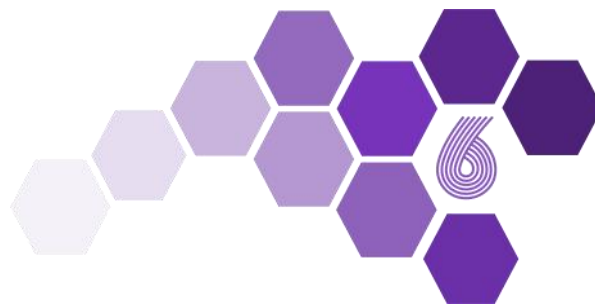
Unauthorised absences

In the event of an unplanned absence, parents/carers should contact the school Attendance Officer on: 01275 852251 (option 2)

Home Study

Students will have a set number of Home Study periods on their timetables to work from home. However, this privilege will be withdrawn if a student is not keeping up with set work or deadlines.

Class Charts



Students

Class Charts is our school system where teachers complete registers, reward positive learning behaviours and raise any concerns around meeting our expectations. This is also the platform where students will be able to view their timetable and monitor any homework that is set from teaching staff or tutors. It is essential that students regularly use this platform to support their studies.

Students will be given a personalised code to set up their Class Charts pupil account as part of the induction process.

For more detailed information, students can use the link below which will take them to the 'Getting started with Pupils accounts' online booklet.

https://pages.classcharts.com/wp-content/uploads/Class_Charts_for_pupils_guide.pdf



Parents/Carers

Parents/Carers will be able to keep track of their child's behaviour, view attendance records, access their weekly timetable and view assigned homework tasks.

Class Charts for parents can be accessed via the Class Charts website, or through iOS and Android apps.

If parents/carers are joining Nailsea School then they will be given a personalised code to set up their Class Charts parent account as part of the induction process.

For more detailed information, parents/carers can use the link below which will take them to the 'Getting started with Parent accounts' online booklet.

https://pages.classcharts.com/wp-content/uploads/Class_Charts_for_parents_guide.pdf

Dress Code



There is no formal uniform requirement, however, as a member of our Sixth Form within a wider school community we do have a dress code.

The objectives of the dress code are to:

- Ensure that all members of the Sixth Form dress appropriately for an educational setting
- Set an example for the younger students within our school community
- Provide the wider community with a positive image of Nailsea School and Sixth Form

We encourage individuality and the freedom to express yourself but do not expect:

- Any extremes of hair colour
- Extreme facial body piercings
- Body art on display
- Clothing that may cause offense to others
- Clothing considered by staff to be a health and safety risk
- Excessive skin to be on show
(short skirts/shorts, low cut tops or midriffs on show)
- Beach wear
- Hats or hoods to be worn indoors
- Coats to be worn in lessons

Lanyards and name badges must be worn and visible at all times as part of our whole-school safeguarding policy. These identify Sixth Form students as a trusted adult on-site.

Phones and headphones are allowed in school, but should only be visible when students are within the Sixth Form areas. It is important that students model our expectations of lower school students whilst walking around the school site.

Tutors and other school staff will guide students on whether their attire meets the standards required. The Sixth Form Team will make any final decisions regarding dress code.

Folder Policy and Equipment



Folder Policy

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.

Student folders must include:

- Progress Tracker with Target Grade
- Aim Higher Booklet (Y12)
- Dividers linked to units which must include:
 - Personal Learning Checklist (PLC)
 - Class notes
 - Assessments

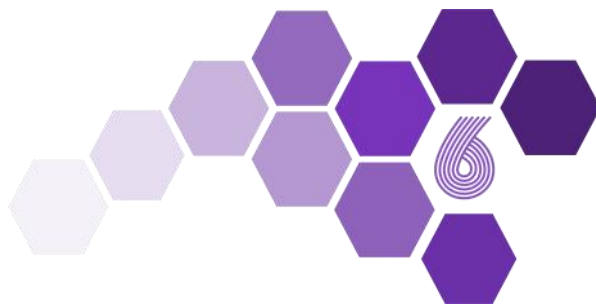
Equipment

All students will need, and are expected to have the following:

- Pens, Pencils
- Ruler
- Highlighters
- Different colour pens for annotating notes or making diagrams
- Subject specific equipment e.g. calculator

We recommend students have a hole punch and stapler, as well as A4 poly-pockets.

Support Pathways



Academic support

If students have difficulties in a particular subject...

If students are struggling to meet deadlines...

If students are not sure if they are studying effectively...

- Speak to their Subject Teachers
- Contact their Tutor for a 1:1 appointment

These staff will support students academic progress; however further support can be gained from the Sixth Form Team if needed.

Pastoral support

If students have barriers outside of school affecting your ability to study...

If students are feeling stressed or anxious...

If students want to get support for your wellbeing...

- Speak to their Tutor
- Speak to their Head of Year

We will either provide support or signpost students to the appropriate sources.

Bursary support

If students meet the criteria to gain 16-19 Bursary Fund support...

- Speak to their Head of Year

They will guide students through the process to access financial support

Pastoral Programme



Sixth Form Pastoral Curriculum

At Nailsea Sixth Form, we have a robust pastoral curriculum that is designed to prepare all learners to succeed in their studies and their life beyond school.

We have a variety of programmes that run within tutor time to be able to achieve our aims of:

- Providing 'Super Curricular' opportunities
- Coaching students academic and personal development
- Building the A-Level mindset through the VESPA programme
- Supporting learners' physical and mental wellbeing
- Preparing learners for independence in society through the ABSolute curriculum and deliver compulsory PSHE content
- Exposing students to a wide range of public speakers
- Ensuring students have considered all possibilities for their pathways beyond Nailsea Sixth Form

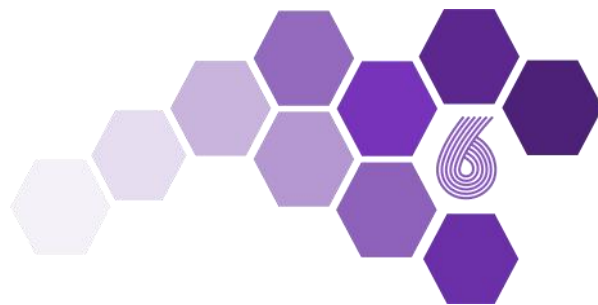
Pastoral support

At the heart of Nailsea School and Sixth Form, we believe that learners come first. There is a clear priority on learners wellbeing, and therefore there is a wide offer of pastoral support available in the Sixth Form.

All students will have a personal Tutor, a Head of Year, Head of Sixth Form and a dedicated Sixth Form Learning Mentor to provide support. In addition, we have a dedicated Safeguarding Team who can signpost further support inside and outside of school.

We encourage all students who are experiencing barriers affecting their learning, are feeling anxious, or needing support to speak to the Sixth Form Team.

Career advice and guidance



Pathways Programme

As a Sixth Form we offer learners support and guidance on careers, employability and UCAS through a range of group tutorials, 1:1s and presentations, to support students through the processes of deciding what their next steps will be.

One dedicated tutor time each week will support learners with understanding the routes available to them post-18. It will give them opportunity to explore their different routes, and as part of this there will be trips and external speakers to ensure all students make an informed decision about their next steps.

The pathways programme will coach students through the application process, from university applications, apprenticeships and jobs, to ensure that learners are prepared to submit high quality applications where they stand out. Interview skills become a focus in Year 13.

Learners will be encouraged to participate in work experience, with a dedicated work experience week scheduled for Term 6.

Ensuring Nailsea Sixth Form students have a competitive personal profile and CV is a key focus of the programme, and students are supported to participate in opportunities throughout the two years.

Unifrog

Every Sixth Form student has access to Unifrog, an online careers platform that supports students decide 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.

Parents can log in at www.unifrog.org using the code 'NSEAparents' to set up their account.

Careers Advisor

All Sixth Form students have access to a dedicated Careers Advisor, in addition to the support of their tutor and the Sixth Form Team.

1:1 Careers Advisor meetings will take place at timetabled periods across the two academic years, and additional meetings can be arranged as required.

Student Leadership



At Nailsea Sixth Form, we view every Sixth Former as a leader and we will develop their leadership skills through three overlapping concepts:

Everyday Leadership

We will support students in becoming fully autonomous and driving their own academic development. This life skill will be invaluable for students taking the next steps in their careers.

Every student will demonstrate leadership in different ways which will be acknowledged and celebrated. We recognise the powerful impact that daily actions can have on our own and each other's lives. We promote 'everyday leadership' and recognise how empathy, generosity of spirit and acts of kindness and challenging unfairness can transform lives.

Student leadership is at the heart of Nailsea Sixth Form, and we encourage all students to engage in our wide range of leadership opportunities, as leadership is for everyone.

Formal Leadership Roles

The Prefect Team is integral to our Sixth Form. They have more responsibility and authority within the school and work directly with the Head of Sixth Form and Headteacher.

There are three levels to our Prefect system at Nailsea Sixth Form:

1. Head Prefects

Those students selected as our Head Prefects lead our whole-school council and Sixth Form student leadership team, alongside representing the school at key events throughout the year and running assemblies within the lower school.

2. Senior Prefects

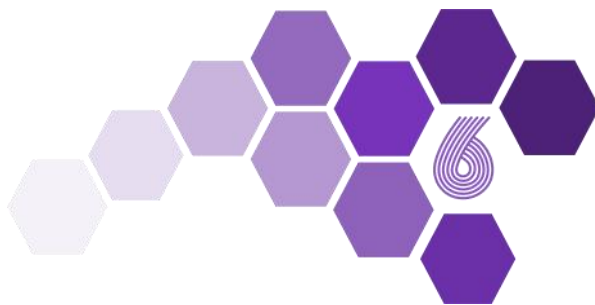
The group of students selected as Senior Prefects lead projects for the Sixth Form and wider school community as part of their role. They also represent the school at key events and support the Head Prefects in leading assemblies.

3. Prefects

The group of students selected as Prefects support the Senior Prefects in contributing to the various projects and events being organised.



Enrichment



The purpose of our 360° Enrichment Programme is for students to study concepts in greater depth and complexity, or sparking the curiosity to pursue areas of interest that will support their holistic development and benefit their future life choices.

360° Enrichment is timetabled on a Tuesday afternoon, however there are many opportunities that fall outside of this time allocation into our wider whole-school extra-curricular programme or through personalised placements that have been organised by individual students.

Every student is expected to fully engage in our 360° Enrichment Programme, and we are confident that we have created a broad and balanced offer which will be of value to each individual.

Our enrichment offer is divided into the following categories:

Super Curricular

EPQ
Aspire / HE+
STEM
Model United Nations
Computer Aided Design

Volunteering

Academic
Subject Ambassador
Homework Club
Peer Mentoring
Peer Reading
Extra-Curricular

Community
Primary School outreach
Ravenswood School outreach
Personal Placements

Sport & Creative

Priority Football Academy
Sixth Form Music
Team Sports
Nailsea Leisure Centre
Creative Art

Social and Cultural

School Newsletter
Creative Writing
Sixth Form Promote
LGBTQ+
Eco-school Group
Book Club
Environmental Sustainability
Italian Club

Nailsea Sixth Form Promise



We promise...

1:1 meeting with designated
Careers Advisor

We promise...

Formal and informal Student
Leadership opportunities

We promise...

Pathways Week to gain
valuable Work Experience

We promise...

The opportunity to attend
a university Open Day
within the South-West

We promise...

University Aim Higher taster sessions,
Sector Talks and Employability
Workshops.

We promise...

Taught revision strategies and
study skills to develop independent
learners

We promise...

Weekly enrichment opportunities to
develop holistically and support
Personal Statement writing

We promise...

Aim Higher booklets from every subject
area to develop critical thinking skills
and extend wider subject knowledge

We promise...

Attendance at a national University
and Apprenticeship Fair to explore
future pathways

We promise...

1:1 mentoring sessions to review
academic progress and personal
development

YOUR JOURNEY | YOUR FUTURE
STARTS HERE



Nailsea School Sixth Form

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