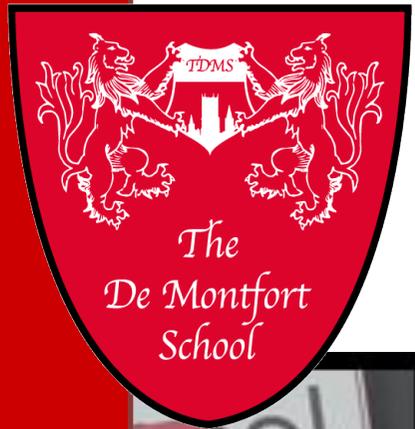


The De Montfort School Sixth Form

Student Handbook 2020-21



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Aims and Ethos of TDMS Sixth Form

Our Sixth Form stands for success and achievement, enjoyment and aspiration, respect and responsibility, excellence and pride, citizenship and social development.

To make the most of your time at The De Montfort School Sixth Form it is necessary for you to understand that on enrolling in the Sixth Form, you are making a commitment not only to your courses, but to a continuation in full time education.

We expect students to work responsibly, both in taught sessions and during independent study time. There is an expectation regarding full attendance and adult behaviour in Sixth Form, so that every student maximises their future chances. We reserve the right to remove students who do not meet the required standards.

Attending TDMS Sixth Form will take you to the next stage in your education and ultimately your future. We will endeavour to provide you with a holistic experience, which will include quality teaching and learning, academic mentoring with personal tutors, and experiences of higher education institutions, application procedures to higher education, as well as careers advice and support. We also pride ourselves on the pastoral and emotional support that we provide for our students.

With the transition into adulthood comes the expectation that students will take on roles of responsibility within the Sixth Form. These may be in fulfilling the roles of Head Boy and Head Girl, or as part of the wider Sixth Form Student Executive. There are additional enrichment activities that students can arrange - whether that is mentoring lower school students, running a team or sports club, participating in drama, music or organising charity fundraising events. It is expected that all students will participate fully in extra-curricular activities as part of their broader Sixth Form experience.

You will also find that you become role models for the younger students at TDMS, and this in itself is a big responsibility. Your appearance and behaviour must set the highest standards at all times. We ask that you only use your mobile phones discretely, and preferably only within the Sixth Form block. There are many skills and attributes that are vital to your success in the future, but the tried and tested key to success is first class qualifications. Work with

staff at TDMS Sixth Form and this will ensure that the time you spend with us places you on the pathway of your choice.

Sixth Form Student Agreement

It is mandatory that students wishing to enrol at TDMS Sixth Form sign and return a Sixth Form Student Agreement. A student will not be enrolled until a signed copy of the agreement is returned to the Sixth Form Office. A copy of this agreement is provided with this booklet or can be downloaded from the school's website.

Disciplinary Policy

Students are required to meet the highest standards of behaviour and compliance with all Sixth Form regulations. Failure to meet the required standards leads to the following consequences:

- a) First formal warning – verbal.
- b) Second formal warning – written.
- c) Third formal warning – written - student is suspended from Sixth Form until a meeting takes place with either the Head of Sixth Form or other member of the Sixth Form Team, parents and the student concerned. The student must agree to meet the standards expected before being re-admitted.
- d) Student is asked to leave TDMS Sixth Form.

In addition to these formal warnings and actions, students may incur punitive sanctions, including:

- Placed onto a report card.
- Attending after-school subject catch-up sessions (aka “The Power Hour”)
- Required to spend additional time engaging in supervised private study.

Tutor Time

Tutor time is an essential part of Sixth Form life. Sixth Form Tutors have been carefully chosen because of their experience and knowledge.

The Sixth Form Team 2020-21

Mr Dolan	Leadership Team link to the Sixth Form
Miss Sheppard	Head of Sixth Form
Mr Hopkins	Head of Year 12 and Year 12 Tutor
Miss Causer	Year 12 Tutor
Mrs Clements	Year 12 Tutor
Mr Stephens	Year 12 Tutor
Mr Lungley	Head of Year 13 and Year 13 Tutor
Mrs Dolan	Year 13 Tutor (shared with Miss Harris)
Mrs Walden	Year 13 Tutor
Miss Hensley	Sixth Form Administrator (Attendance)

Sixth Form Curriculum

The curriculum offered at TDMS Sixth Form covers a broad range of subjects and assessment methods. We continually review our curriculum to ensure it best meets the needs of our learners and the community.

We aim to offer you courses that are suitable for your individual requirements.

Most A-levels are now assessed exclusively through terminal examinations at the end of Year 13. Some A-level subjects, such as Art and Product Design, have a significant element on non-examined assessment. Other A-level subjects, such as History or Geography have a non-examined component worth around 20% of the final grade.

BTEC, CTEC and Diploma Courses are classified as vocational qualifications and have assessments throughout the 2-year length of the course.

Core Maths is a Level 3 Maths course completed in Year 12, giving students an extra advanced level qualification in Maths. It is an extremely useful subject if

you are taking science, humanities or pseudo-science courses and it is worth extra UCAS points if you are thinking of applying to University in Year 13.

Swapping Subjects

It is possible to swap a subject provided that you meet the following criteria:

- a) You will still be studying a minimum of 3 subjects.
- b) You do so by the end of the first half term, at the very latest

Continuation into Year 13

The overwhelming majority of students in Year 12 will wish to continue these courses on to full A Levels and BTECs in Year 13.

To continue into Year 13 at TDMS Sixth Form a student must:

- a) Pass all subjects in the Year 12 end of year exams
- b) Continue studying these 3 subjects.
- c) Attend the start of the Year 13 courses that begin when students return from exam leave in June of Year 12.

Students who fail to pass one or more of their three subjects will be required to re-sit them.

Attendance

Studying at TDMS Sixth Form is a full time commitment and we require you to attend all day Monday to Friday, as detailed below.

Students in the Sixth Form are expected to strive for 100% attendance to all timetabled lessons, Private Study Periods and at morning registrations. Any student whose attendance falls below 90% will be subject to appropriate disciplinary proceedings which will be decided by the senior management team. This may result in a student losing their place in the Sixth Form.

Students in the Sixth Form will be expected to explain the reason for their lateness to their teacher and will be asked to make up the time missed.

Sixth Form students who are persistently late for lessons will be referred by the Sixth Form tutors to the Head of Sixth Form, who will decide on appropriate sanctions and also arrange a meeting with parents or carers to discuss the issue.

Please note that, for this year, the timings for Sixth Form lessons are slightly different to those of the lower school:

Registration	09:00 – 09:15
Period 1/2	09:15 – 10:55
Break	10:55 – 11:10
Period 3/4	11:10 – 12:50
Lunch	12:50 – 13:20
Period 5/6	13:20 – 15:00
Period 7/8	15:10 – 16:30

Note: Please also read the COVID measures section on pp10-11.

Non-Contact Time

During Non-Contact Time (NCT) or 'free periods' you are required to remain on site and either:

- a) Continue with private study.
- b) Socialise in the Common Room.
- c) Participate in sport or other enrichment activities.

Unforeseen Absences

Where an absence genuinely could not be foreseen in advance e.g. illness, parents must **telephone the school** on 01386 422060 ext 305 and speak to the Sixth Form Administrator to report why a student is absent and to give an indication as to the length of time they will be away. This information will be passed on to the Form Tutor.

Holidays taken during term time

As a general rule, no holidays can be taken during term time. Where there may be exceptional circumstances, permission can only be granted by the Headteacher.

Late Arrival to School

If you arrive late to school you must sign in using the automated facility in reception, which will record the exact time you arrived and the reason why you are late.

Authorised Absences

- An evidenced medical appointment which cannot be arranged outside school hours.
- Attendance at a funeral of a relative or close friend.
- An official religious holiday, pertinent to your faith.
- Attendance at a university open day or a careers related appointment.
- Driving test and/or theory test – authorised in advance with DVLA letter.
- Attendance at a probation meeting, a court hearing or police interview.
- Participation in an activity which reflects a significant personal achievement; e.g., territorial army or cadet events.
- Organised school trips – notification in advance.

Unauthorised Absences

- Holidays during term time.
- Part or full time work which is not part of the Learner's programme of study.
- Leisure activities, birthdays or similar celebrations.
- Shopping.
- Babysitting younger siblings.

- Any absence from lessons and/or registration/tutor/assembly not covered by notifying the school.
- Any unauthorised study leave, university visits, trips etc.

Leaving the site

Because of the need to maintain a COVID-secure environment, we have suspended the traditional Sixth Form privilege of being to leave the site between lessons and at lunchtime.

Part-time Employment

Under government regulations, any young person working in excess of 20 hours a week in their part-time job(s) will be regarded as not being in full time education, regardless of whether they are enrolled at an academic institution. Therefore, we require all our students to work no more than this maximum permitted number of hours in their part-time jobs.

Regrettably, any student working in excess of this maximum will immediately be asked to leave The De Montfort School Sixth Form.

We recommend a student limit their part-time work hours to less than 15 hours a week. Research has shown that working more than this has a significant detrimental effect on their academic progress.

Sixth Form Dress Code

We have the highest expectations of our Sixth Form students and as role models for TDMS you must be smartly dressed at all times, as you would be if working in a smart professional environment.

Female students

- Formal business suit (skirts must be at least knee-length; trousers must be full length)

- Smart dress with tailored jacket
- Formal blouse or shirt
- Formal shoes

Male students

- Formal business suit
- Formal shirt
- Formal shoes
- Because of COVID-security, we have suspended the need to wear a tie

If you have any concerns regarding the Sixth Form dress code, please email Miss Sheppard (esheppard@tdms.worcs.sch.uk) Mr Hopkins (jhopkins@tdms.worcs.sch.uk) or Mr Lungley (llungley@tdms.worcs.sch.uk)

GCSE English and Maths retakes

If you have not gained a grade 4 or above in English Language and Maths you are required to retake these qualifications.

Students will have timetabled lessons for each resit subject and will be expected to complete significant independent study to ensure success.

The students will be considered Private Candidates for these exams and will therefore need to pay the relevant fees through the Finance Office.

Most students opt to re-sit in November of Year 12. It is also possible to re-sit in June of Year 12.

Exit Interviews

In the unlikely event that you wish to terminate your studies at TDMS Sixth Form before courses have ended, you will be required to complete an Exit Interview. This will involve you meeting with the Head of Sixth Form to discuss your intentions. This is a requirement because:

- a) We legally have to report on destinations for every young person who leaves us, whether that be for university, further training, apprenticeship, employment or relocation.
- b) Examinations costs need to be explained and recovered. If a student fails to complete any A Level or BTEC courses and has been entered for the examinations, the student has to pay these costs.
- c) All relevant resources need to be returned.

Enrichment

All Year 12 students are required to engage in at least one session of 'Enrichment' per week. There is a huge and diverse range of opportunities available. For example, it could take the form of assisting in a lower school lesson, learning a new skill such as sports coaching or a musical instrument, or using the fitness suite. Once agreed upon, the session will be added to your timetable and your attendance will be compulsory.

The Enrichment session can be a great opportunity for students to gain valuable work experience and build their CV's to support job, apprenticeship and university applications in Year 13.

For COVID security reasons, Enrichment activities are suspended for the Autumn Term but we hope to reactivate the programme from January 2021.

COVID security arrangements 2020-21

Sixth Form arrangements are summarised here:

- All Sixth Form classes, including registration and Private Study, will be taught in a bubble that includes the PS rooms for the majority of lessons and some other specialist facilities such as ICT rooms in D block and performance rooms in the Performing Arts Block. This bubble covers Year 12 and Year 13.
- All Sixth Form lessons are taught in doubles to reduce movement. Some lessons, in both Year 12 and Year 13, are now scheduled after the normal school finishing time, during lessons 7 and 8.
- Sixth Form students must bring a packed lunch with them to school as no student will be allowed to leave the site during the day.

- Students must wear appropriate business dress but the requirement to wear a tie is suspended until further notice.
- Year 12 students may leave the site to work at home if they have no lessons in the afternoon but must sign out using the automated facility in the main reception area.
- Year 13 students may start the school day at break time if they have no lessons first thing in the morning, provided that this has been agreed with their tutor. If arriving later, students must sign in using the automated facility in the main reception area. Year 13 students may also leave the site to work at home if they have no lessons in the afternoon but must sign out using the automated facility in the main reception area.
- Sixth Form students, alongside all other year groups, can decide to wear a face mask or a face covering in communal areas such as the Sixth Form Common Room, the Library and PS9 (please note that our guidance in this respect is being continually updated as per Public Health and government guidance).
- All Sixth Form classes will have a Google classroom that operates alongside the taught curriculum in school. Subject Google classrooms will provide extra resources and homework assignments and allow students to submit work online. For this reason, a laptop or Chromebook is an essential piece of equipment. If you would like further information on suitable specifications, please contact our Network Manager, Mr Wilson, swilson@tdms.worcs.sch.uk.

Assessment, Reporting and Examinations

- Teachers will set regular tests to ensure that you are on track to achieve your potential. In Year 12, there will be an initial assessment after 2 full weeks of school to check your progress.
- Each half term your teachers will submit a grade and Attitude to Learning score, which will be reported to parents and your tutors will then discuss with you.
- Year 13 mock exams will take place between 1st to 12th February 2021
- Year 12 summer exams will take place during the week commencing Monday 5th July 2021.
- Resit examinations in GCSE Maths and English will take place in either November 2020 or June 2021.

Sixth Form Power Hour

- The “Power Hour” operates on Tuesdays, Wednesdays and Thursdays. Senior Sixth Form staff will run a supervised homework club in the library during lessons 7&8.
- All students are invited but some will be requested if we feel that you need extra support to manage your workload.

Useful email address

Mr Nichols	Headteacher	gnichols@tdms.worcs.sch.uk
Mr Dolan	Leadership Team link	tdolan@tdms.worcs.sch.uk
Miss Sheppard	Head of Sixth Form	eshppard@tdms.worcs.sch.uk
Mr Hopkins	Head of Year 12	jhopkins@tdms.worcs.sch.uk
Miss Causer	Year 12 Tutor	mcauser@tdms.worcs.sch.uk
Mrs Clements	Year 12 Tutor	eclements@tdms.worcs.sch.uk
Mr Stephens	Year 12 Tutor	cstephens@tdms.worcs.sch.uk
Mr Lungley	Head of Year 13	llungley@tdms.worcs.sch.uk
Mrs Dolan	Year 13 Tutor	cdolan@tdms.worcs.sch.uk
Mrs Walden	Year 13 Tutor	cwalden@tdms.worcs.sch.uk
Miss Hensley	Sixth Form Administrator	shensley@tdms.worcs.sch.uk

Appendix: Sixth Form Agreement

All students must return a signed copy of the Sixth Form Learning Agreement before, which appears on the pages below, before they are fully enrolled into TDMS Sixth Form.

The De Montfort School: Sixth Form



Learning Agreement:

It is important that students and parents/carers have a clear understanding of what will be expected from Sixth Formers as the senior students of the school. This Learning Agreement outlines those expectations.

Learning Expectations:

Students within the Sixth Form are considered young adults who must set a model of good behaviour for students in younger years and in the local community. As such the standards required from the students are higher than those in lower school. Generally you will be given more freedom and privileges in the Sixth Form, however, these carry responsibilities.

TDMS sixth form will endeavour to provide:

- A programme of courses that meets your interests and aspirations and is delivered by suitably qualified and effective members of staff using appropriate facilities and resources.
- A friendly, caring and supportive environment.
- A tutor who monitors your progress, provides guidance and assistance in setting targets for improvement.
- Provide you with well planned, interesting and challenging lessons.
- Set work regularly, mark and return it promptly providing guidance on how you can improve with the expectation that you will address areas for improvement.
- Ensure that appropriate work is set if a teacher is absent.
- Support in developing good study skills.
- Advice and guidance on your personal health and well-being including coping with stress.
- Good social facilities and the opportunity to take part in a varied Enrichment Programme.
- Provide you with advice and guidance which will enable you to successfully apply for Higher/Further Education, Apprenticeships or Employment.
- Regular progress reviews and the opportunity for your parents to come into school to discuss your progress.
- Implement intervention strategies to support students who are not making satisfactory progress and communicate this home.
- A forum for expressing your views and contributing to the development of the Sixth Form.

We ask parents/carers to:

- Support their son or daughter through two demanding years of education, attending meetings about their progress whenever possible.
- Maintain full parental responsibility whilst their son/daughter remains in full time education, even beyond reaching the age of 18, until course completion.
- Support the sixth form through the implementation of the Learning Agreement.
- Notify the sixth form of any genuine absences by telephone (01386 442060) or email by 8.30 am for each day of absence.
- Refrain from booking any holidays in term time.
- Communicate any concerns or issues they might have as soon as possible by contacting their son/daughter's tutor in the first instance for any pastoral issues. Subject specific concerns should be directed to subject teachers and tutors made aware of this contact.
- Pay for all exams if attendance is less than 90%, unless there are extenuating circumstances.
- Attend all Parental Review Meetings or arrange an alternative mutually convenient time, to be arranged via your son or daughter's tutor.

Student expectations: We ask students to:

Classwork:

- Arrive punctually at all lessons including tutor /mentor sessions.
- Work very hard in all your lessons, taking a full and active part in making lessons successful, along with producing work at or above target grade.
- Develop your ability to work independently and with others.
- Show resilience and develop the ability to overcome difficulties and learn from your mistakes.
- Be ambitious, passionate and inquisitive.

Homework/Independent Study:

- Give priority to school work and Independent Learning by spending at least 4 hours per week on each subject outside of lesson time.
- Complete all work by the set deadline, in detail and at or above your target grade.
- Act quickly and effectively on teacher feedback to update and improve work.
- Co-operate to keep study areas silent and conducive to learning for all.

Organisation:

- Achieve attendance of between 96% and 100% for the year.
- Prioritise your Sixth Form work above other activities.
- Communicate clearly and in a timely manner any planned absences from lessons.
- Revise and prepare thoroughly for all internal and external tests to achieve test scores at or above your target grade.
- To support exam success, develop excellent revision resources as you go through the course.
- Keep folders (including electronic) well organised and accessible.
- Pay the sixth form enrolment fee.

Life Beyond The Classroom:

- Respect the Sixth Form environment and wider school facilities and resources.
- Conduct yourself in a manner appropriate as the most senior students in the school, showing respect, tolerance and kindness to all members of the school community.
- Dress suitably for a place of work following the dress policy.
- Not to smoke on or near to the school campus.
- Take part in the range of enrichment activities offered in the Sixth Form, make a positive contribution to school life and become actively involved where possible.
- Complete a period of work shadowing.
- Park sensibly and be respectful of local residents.

Where students consistently fail to meet these expectations or are a cause for concern, the tutor will contact the parents/carers to help get them back on track. If this persists the head of sixth form has the right to ask them to leave.

I understand the expectations outlined above and agree to abide by them. I accept that I may be required to leave the Sixth Form if these Learning Expectations are not met.

Name of student:	Signature of student:
Name of parent/carer:	Signature of parent/carer:
Tutor group:	Date: