



Information for Students, Parents & Carers





EXPECTATIONS OF STUDENTS & STAFF

What do we expect of our Sixth Form students?

- A positive attitude to learning, demonstrating a high level of effort and motivation
- High aspirations and personal standards
- Resilience – Sixth Form will be tough at times. We expect you to keep going and try your best
- Independence – you will be expected to ask questions and find answers
- Mature and respectful communication with both teachers and peers
- Excellent punctuality and 100% attendance
- Deadlines met and all tasks completed to a high standard
- Dress code adhered to at all times
- Active involvement and interest in the school and wider community
- Effective time management to ensure that any paid employment outside of Sixth Form study does not hinder academic progress.

What can Sixth Form students expect of The Whitby High School?

- High quality learning opportunities in the form of lessons, workshops, trips etc
- Regular feedback on your learning/progress and how you can improve
- Pastoral support and guidance from form tutors, Sixth Form administrator and Director of Sixth Form as well as specialist support as appropriate
- Excellent study and 'down-time' facilities
- Independent advice and guidance on your choices in, and after, Sixth Form. Access to our Unifrog platform will ensure University/Apprenticeship choices and applications are thorough and of the highest quality
- Leadership and enrichment opportunities to develop your potential.

ATTENDANCE & PUNCTUALITY

We expect all Sixth Formers to aim for 100% attendance and excellent punctuality to form period and lessons. Attendance processes can be complex so please see the full Attendance Policy for a full break down of our Sixth Form processes. Attendance will be monitored closely and intervention swift. Students who do not have an excellent attendance and/or punctuality record may be asked to leave the Sixth Form.

Attendance and punctuality is almost always commented upon in references for university, apprenticeships and work places. Students should be on the premises for 8.25am each day so that they can register promptly at 8:30am with their tutors for daily form period and attend their weekly House or Sixth Form assembly. If students are late they should sign in at reception stating the reason that they have been late to school. This should not be a regular occurrence.

It is essential that we know where all our students are during the school day. It is expected that students will be in school for the duration of the school day. Non-contact periods (where no lessons are scheduled) are expected to be used for independent study in the main. Students are permitted to leave site from 12.00pm onwards. They are not permitted to leave for any reason before this. If students do not adhere to this they will lose this privilege.

In the event of a fire, we have to account for the whereabouts of all students and need to be able to give the emergency services an accurate list of all students that are present and on site. It is imperative that all Sixth Formers comply with this straightforward but vital procedure.

ABSENCE

If a student is too ill (or there are other extenuating circumstances) to come to school a message must be left with school Reception each day. Students must be proactive in catching up on missed learning. Routine medical/dental appointments should be arranged outside of school time. Driving lessons should not take place in school time. Holidays will not be authorised.

Sixth Form students must request leave of absence for any planned absences – for example, university open days or a driving test. This should be done using the yellow absence request form. These are available in the Sixth Form study area. Time will be given for these sorts of activities providing that the student's attendance record is good and they are meeting deadlines.

16 - 19 BURSARY

Students may qualify for the 16-19 Bursary Fund to support them in continuing with full-time education. Students will receive information about this in September.





CAR PARKING

The parking of Sixth Form students' cars is not permitted on the school site. We have an agreement with the Whitby Sports and Social Club on Chester Road opposite the school that Sixth Form students may park their cars in the car park. Students should not park cars in the residential streets near the school if possible.

CAREERS ADVICE & GUIDANCE

Students will receive careers advice and guidance throughout their time in the Sixth Form. Using our Unifrog platform, Year 12 and 13 will spend form time updating their Unifrog profiles, adding to their applications and completing MOOC'S (an online form of independent study). This will cover Apprenticeships, university, school leaver jobs etc. Every year students leave for a huge variety of different destinations. Our aim is to ensure that they are reaching their potential and that their next step is right for them. We are equally excited about students securing good apprenticeships and work placements as well as university places.

Students have access to our school Careers Advisor and also a specialist careers advisor from Mploy. Appointments can be made through the Sixth Form Office.

CURRICULUM

There has been widespread government-led reform of 16-19 education in the last 3 years which has led to changes in the way that Sixth Forms deliver their courses – particularly A-levels. In recent years, AS levels were equivalent to half of an A-level. AS exams were taken in the summer and contributed towards the final A-level grade. This has completely changed and AS levels are now separate qualifications that do not 'count' towards the final A-level. A-level courses are therefore 2 year courses. The expectation is that all students who embark on A-level courses will be with us for 2 years (subject to them meeting the requirements in terms of attendance, attitude and progress) and will only take formal examinations at the end of the 2 years.

The implications of this for Y12 in 2020/21 are:

- No longer an opportunity in Y13 to mix-and-match AS and A-levels as a small number have done in the past. They **MUST** take all 3 subjects for 2 years, or, resit Y12.
- No external assessment until the end of Y13 in most subjects – in place of this we will have formal assessment throughout the year. Students must meet expectations to remain on their courses
- More teaching & learning time in Y12 rather than working towards an AS exam that no longer counts towards the A level
- If students choose to leave after Y12 they are likely to leave without a qualification.

DRESS CODE

The Sixth Form at The Whitby High School follows a professional dress code. To try and eliminate the growing 'grey areas' with regards to business/professional dress, we have chosen to stream line the dress code as follows:

	Dress code
Female	Trouser suit (ankle grazers are fine) Tailored dress (mini dresses not permitted) Tailored pencil skirt (miniskirts not permitted) Shirt Blouse (with and without a collar) Formal shoe – flat or small heel allowed NO TRAINERS <u>ALL OF THE ABOVE ARE AVAILABLE FROM ALL WELL KNOWN HIGH STREET STORES</u>
Male	Trouser suit Shirt Tie Formal shoe NO TRAINERS
Face and Hair	Hair colour to be kept to natural colours Tattoos to be hidden Nose piercings – a small stud or tube must be worn Ear piercings – keep earrings small and appropriate for the school environment

Dresses, trousers and skirts must be tailored. Stretchy material of any kind and items not on the above list are not permitted.

ID lanyards must be worn at all times.

EMAIL

Email is one of the principle methods of communication in the Sixth Form. It is vital that students check their emails daily. Staff may be contacted via email, but please be aware that they will often be in lessons all day and unable to respond immediately.

Parents are also encouraged to use email to contact the Sixth Form Leadership team. Messages may be forwarded to the appropriate member of staff if necessary. Any letters sent by the Sixth Form will also be emailed home to the address held on the school system. Please ensure that we have a correct email address on file.





FIRST AID/ILLNESS

Students should come to the Sixth Form office (in the Sixth Form study area) if they are feeling unwell or require non-emergency first aid. If there is no member of staff available students should go to Pupil Services. Students are not permitted to leave the premises due to illness without informing a member of staff.

HOME/SCHOOL COMMUNICATION

Students in the Sixth Form are encouraged to be as independent as possible, however, we still value good home/school communication. The Sixth Form can be a stressful time for some students and support from home is vital. If staff are concerned about the progress being made by a student, or the wellbeing of any student, they will endeavour to contact home to discuss this with parents/carers.

Parents/carers of Sixth Form students are encouraged to attend monitoring day and parents' evening. Parents/carers should always feel free to contact form tutors, subject staff or the Sixth Form leadership team if they have any concerns or queries.

HOMEWORK & INDEPENDANT LEARNING

Students in the Sixth Form are expected to spend a significant amount of time working/learning independently. Experience shows us that students get out what they put into their Sixth Form study.

There is always extra reading, past papers, coursework or revision to do in the Sixth Form and we expect to see clear evidence of this taking place. A study board full of reading lists broken down by subject can be found in our Sixth Form study room. This will include books, articles, journals, details of interesting blogs and podcasts as well as links to useful websites.

We recognise that independent study is a skill that the students will need support in getting used to. Students are all issued with a planner in the first week of term, this should be used to record deadlines, homework tasks and key dates.

INTERNSHIPS

Every year, a number of our students win places on extremely competitive internship programmes. These placements support students in their ambitions of working in top law firms, national government, studying medicine, etc. Miss Hughes will distribute details of these as they come in but it is really important that students engage with fantastic opportunities such as this.

As well as internships, many programmes offer scholarships and bursaries to promising students so they are definitely worth looking at.

THE LUNCHBOX

Sixth Form students benefit from the use of their own catering and 'down time' facility – the Lunchbox. The Lunchbox serves food and drinks until 2pm each day. Students must respect this privilege and look after the area by tidying up their rubbish and looking after the furniture etc.

Although it is tempting to spend time in the Lunchbox with friends, students must also balance this with their study time. If concerns are raised about the progress or work rate of any student we may direct them to spend their non-contact periods in the Sixth Form study area or under staff supervision.

MOBILE PHONES

The rules for mobile phones are slightly more relaxed in the Sixth Form than lower down the school. Students may use mobile phones in the Lunchbox. They may also be used without sound (e.g. to listen to music through headphones or browse the internet) in the library corridor and the Sixth Form study areas. Sixth Form students must not use phones in other areas of the school, particularly when moving around the corridors between lessons with the rest of the students in school.

PART-TIME WORK

Some of our students have part-time jobs alongside their Sixth Form studies. Working a small number of hours may have benefits for some students in terms of independence, communication skills etc. However, the Sixth Form work must take priority.

Students are expected to spend a significant amount of time outside of their lessons studying for their A Levels or BTEC courses. Our experience shows us that some students struggle to balance their time well and this has a negative impact on their work rate, concentration and well-being. If students are not meeting deadlines or producing an acceptable standard of work they may be removed from their courses.





REWARDS

Sixth Form achievement and effort is regularly rewarded in the form of celebration assemblies. Subject staff nominate students for small prizes and recognition of their efforts. Students may also be rewarded for their contributions in different ways, for example assisting younger students or charity work.

STUDENT LEADERSHIP

The Sixth Form Student Leadership Team (SFSLT) play a crucial role within the school. It comprises the Head Boy and Girl as well as their deputies.

Students apply and are interviewed for these roles at the end of Y12 and start in Y13. The SFSLT are responsible for a range of activities and events from Y13 prom to charity car washes and Student Voice events. They are excellent role models for younger students and play a key role in shaping the direction of the Sixth Form.

SIXTH FORM STAFF STRUCTURE

The form tutor is the first 'port of call' for any concerns about a student. Parents/carers can contact them by telephone or email. Miss R Hunt is the dedicated Sixth Form Administrator and is available throughout the school day to support the students in a broad range of issues both curriculum based and pastoral. Miss R Hughes is Director of Sixth Form and oversees the progress and wellbeing of the Sixth Form as well as the curriculum offered.

STUDENT WELFARE & SUPPORT

The Sixth Form can be a stressful time for some students and it is essential that they let us know when they need support. Form tutors have a key role to play in monitoring and supporting the wellbeing of their groups. As well as Miss Hughes and Miss Hunt, Mrs K Hill, the school's lead mentor, is available to speak to students when further support is needed.

We have weekly wellbeing drop-ins available every Tuesday lunch time and the Sixth Form also have access to our school nurse drop-in every Monday lunch time. If parents/carers have any concerns they should contact school for further discussion. Equally, if there are events outside of school that are impacting students in school please let us know so we can put support in place.

STUDY PERIODS

Students will see some Guided Learning (GL) periods on their timetables. These are supervised study periods but are not initially compulsory. They exist on the timetable to give us the scope to easily direct study time if necessary. Students will also have non-contact time when they are in the Sixth Form - this must be used wisely!

If students are making good progress and meeting deadlines, they are likely to be given the freedom to decide how to spend their non-contact time. It is expected that the majority of non-contact time is spent on wider reading, studying and completing coursework. If there are any concerns students may be directed to spend time studying under the supervision of staff. Sixth Form students have dedicated study facilities in the Sixth Form Study area and the Library corridor, both with computer access. Students are also able to work within some departments.

UNIVERSITY

Over 50% of Y13 students go on to Higher Education after the Whitby Sixth Form. All students are given opportunities to consider whether university is right for them. Advice and guidance on the best route for each student is given throughout Y12 and Y13, alongside events such as the Y12 trip to Liverpool University in October and online tools such as Unifrog. Information evenings are also held on applying to Oxford or Cambridge and student finance.

The application process for university is through the University and College Admissions Service (UCAS), this begins at the end of Y12. Our Sixth Form tutors are very experienced in writing references and supporting students to craft their personal statements. Students will be given full support with their applications and have a variety of tools to help them create the most competitive application that best reflects their skills, talents and achievements.

Deadlines vary for different universities and courses but the majority of applications must be completed by mid-January. If any student is considering applying to Oxford or Cambridge, or to study medicine, it is important that they let their form tutor know as soon as possible.

WORK EXPERIENCE

Sixth Form students at The Whitby High School undertake a compulsory week of work experience during the summer term of Y12. Students are expected to find their own placements but support will be given in school to try to find good quality, relevant placements. We find that work experience in Y12 really focuses the students' minds on what they want to do when they finish their studies. It also gives them a lot to refer to in UCAS personal statements or Apprenticeship interviews.

FINALLY...

We hope that this guide covers any questions that you may have about the Sixth Form. However, if you have any further questions please do not hesitate to contact Miss R Hughes or Miss R Hunt.



THE WHITBY SIXTH FORM

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