

**ABBNEYFIELD 6TH
FORM
STUDENT
HANDBOOK
2020/21**



“Inspiring Excellence”

A message from our Head Teacher:

I am delighted that you have decided to undertake your post-16 studies with us at Abbeyfield. We are immensely proud of our Sixth Form and see it as an exciting and aspirational place to learn, seek advice and plan the next steps in your life. We will commit to giving you the highest quality of teaching and the very best advice and guidance to support you with this. In doing so, the outcomes our students achieve with us rank in the top 20% of sixth forms nationally with students successfully securing their preferred choice of university or higher / degree apprenticeship.

Many of you will know Abbeyfield well because you have taken your GCSE's with us. For those of you who are new to the school, we hope that you will settle quickly and are confident that the qualities we hold dear in terms of providing a friendly, nurturing environment with academic challenge will be immediately evident.

By joining Abbeyfield Sixth Form, you are buying into our vision and expectations around attendance, commitment to independent study and being an active member of the Sixth form and wider school community. Our sixth formers are role models for younger students who demonstrate the high expectations we have relating to conduct, dress and attitude to learning.

We continue to develop the breadth of the courses we have on offer and will listen to feedback, so that we can facilitate the best combinations of subjects required. Where you have concerns with choices please engage in conversation with Miss Jones, Head of Sixth Form.

I look forward to welcoming you personally into our Sixth Form and I hope that this document provides you with all the information you need in terms of the shared commitment we are all making to ensuring you achieve the best possible outcomes.

Mr Norgrove

A message from the Head of 6th Form: Miss Jones

Welcome to Abbeyfield 6th Form. We are very pleased that you have chosen us as your post-16 provider and look forward to working with you over the next two years.

I am positive that you will enjoy your time in 6th Form, and I would urge you to take every opportunity that is available to develop academically and also to prepare yourself for future academic studies and careers.

We pledge to provide consistently high-quality subject teaching, as well as careers and PSHE support which will help you to become an independent, high achieving and successful learner. In return, we ask that you ensure that you work hard in your lessons and model the high standards that we expect from our students; that you are an Abbeyfield Learner.

If you have any questions at any time, please speak to your tutors or let me know.

I very much look forward to supporting you, and wish you every success with your 6th Form studies and subsequent careers.

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6th Form Contacts:

Abbeyfield 6th Form team are available to support you both academically and pastorally including any welfare concerns.

Key roles are outlined below:

TEAM MEMBER	ROLE
Miss Jones	Head of 6 th Form (sxj@abbeyfield.wilts.sch.uk)
Mrs Hawker	6 th Form tutor (EXH) & UCAS
Mrs Smy	6 th Form tutor (LIS) & UCAS
Miss Ritzaki	6 th Form tutor (NCR)
Ms Deevey	6 th Form tutor (CXD)
Mrs Farquharson / Mr Butler	6 th Form tutor (LKF)
Mr Warrington	6 th Form tutor (JNW)
Mrs Young	EPQ lead teacher
Mrs Cauldfield-Smith Mrs Wildeman	Pastoral Support

ABSENCES:

If you are unable to attend school due to illness, this must be authorised via parental contact to our absence line: 01249 464550, or via our email:

contact@abbeyfield.wilts.sch.uk

If you need to request **authorised absence**, you need to complete an 'Absence Request' form, which will need to be signed by parents, and then countersigned by the Head of 6th Form, Miss Jones. These are located in SF1 Study Room.

This will then need to be forwarded to reception in advance, or on departure.

Authorised absences can include:

- Driving test (but not lessons, these should be booked outside school hours)
- Job interview for post-6th Form employment
- University open days or interviews
- Medical appointments
- Work experience placement(s)

Any absences not authorised (as above), including non-attendance of lessons, are considered as unauthorised and will therefore be sanctioned as truancy.

For all absences, you MUST contact your teachers by email on the day of absence (or in advance if pre-booked), to request work, and **you MUST ensure this is complete in advance of your next lesson.**



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Abbeyfield Sixth Form Student/School contract



In joining Abbeyfield School, you are agreeing to comply with our 6th Form Contract:

The school will ensure that we fulfil our pledge to:

- Be supportive of students aspirations, goals and ambitions
- Deliver high-quality teaching provided by experienced subject specialists
- Provide a working environment conducive to effective working
- Recognise and reward positive behaviour and outstanding work
- Complete UCAS and apprenticeships references to support future pathways
- Help to prepare students for life beyond Abbeyfield

The students will ensure that they meet basic expectations as set out below:

SAFEGUARDING

- To remain on site for core hours, 08.40 – 15.00 other than social times (11.00-11.25; 13.25-14.00) unless otherwise directed by the Head of 6th Form.
- To sign out at reception if leaving the site during social times or arriving (leaving) after registration.

ATTENDANCE

- To aim to achieve 100% attendance.
- To ensure that holidays are taken outside of term time.
- To attend tutor time (08.35 - 09.00 each day) unless otherwise instructed i.e. to attend a briefing or assembly.
- To attend all timetabled lessons including supervised study session(s).
- To make productive use of all non-contact time by completing independent study.
- If you are unable to attend school due to illness, or authorised absence, you must contact teachers by email, or in person on return, to request catch-up work, which must then be completed.

LEARNING

- To be ready to learn in all lessons, including arriving with the correct equipment and resources.
- To complete all homework task set on SMH in a timely manner and to the best of your ability.
- To complete wider reading tasks as directed by your subject teachers.
- Use non-contact time effectively to recap and / or finish class work, and to complete homework and wider reading tasks.
- To be aspirational in your learning.
- To check emails each day. Teachers will use emails to set tasks, confirm cover work and provide important information on wider reading, exam support etc.
- To purchase core text books as set out in course specification, and in Summer Tasks.
- To access Microsoft Office packages via school accounts, to ensure you can fulfil the requirement of your course, and access distance learning should it be necessary.

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ENRICHMENT (more details below)

- To participate with volunteering opportunities within Abbeyfield School, or the local community.
- To engage with the PSHE curriculum.
- To support leadership roles with in the 6th Form and wider school.

DRESS CODE

- To ensure that clothing is suitable for a professional school environment:
Students must not wear:
 - ❖ Clothing with slogans or logos that would cause offense to others.
 - ❖ Tops which are low-cut or revealing (including midriffs).
 - ❖ Very short or tight-fitting skirts or shorts, or low-slung trousers or strappy tops. Shoulders should be covered.
 - ❖ Beachwear or flip-flops.
 - ❖ Tattoos or body art of any kind must be covered.
 - ❖ Piercings must be kept to a minimum and no extreme piercings.
 - ❖ Hairstyles must be in keeping with a school environment.
 - ❖ Shorts should be tailor, not sports.
 - ❖ Caps (baseball, or otherwise) are not permitted unless for an authorised reason.

MOBILE PHONES

- Mobile phones are permitted to be used during social times and non-contact time.
- Mobile phones are only permitted in lessons if they are being used to aide learning. This will be directed by the teacher. Otherwise, they should not be visible.
- Laptops are permitted to be used in lessons to aide note taking and research.

SMOKING / ALCOHOL / DRUGS

- All smoking, alcohol and drugs and associated paraphernalia is prohibited on site, or at any Abbeyfield endorsed social events or trips.
- To comply with Wiltshire County Council guidelines that stipulate that Abbeyfield School in a strictly non-smoking site.
- Failure to comply with our policy on smoking, drugs & alcohol could result in the removal of you place in Abbeyfield 6th Form.

Failure to follow basic school rules and expectations will result in:

- Subject detention (social time or after school) if homework is late/ not completed.
- Break / lunchtime detention to make up time if late to lesson.
- Subject detention (social time or after school) for unacceptable behaviour.

Non-compliance with safeguarding, repeated poor behaviour or failure to attend detentions as set out above, will result in a Senior Leadership Team (SLT) detention after school on Friday, and contact home and could result in the removal of you place in Abbeyfield 6th Form.



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Enrichment Opportunities



STUDENT LEADERSHIP:

As a member of Abbeyfield 6th Form, you will have the opportunity to be part of the 6th Form Student Leadership team. We would encourage you to consider these positions, as they will add value to your post-18 offer.

Leadership roles include:

Head Students (Year 13)

House Leaders (Year 12); Senior House Leaders (Year 13)

School Council Tutor Representatives (this is led by the Head Students, and 6th Form students take a lead role within the Council)

Sports leadership (see below)

VOLUNTEERING

All students are expected to undertake volunteering. This will add value to your post-18 offer. Volunteering can be completed within the wider school community, or externally.

Examples of in-school opportunities include:

Literacy (reading) mentors for KS3 students

Numeracy (maths) mentor for KS3 students

Classroom support for KS3 or K4 lessons

Supporting the Peer Mentoring Programme

Running social time activities

Examples of external opportunities include:

Participation in sports events at a competitive level

Supporting clubs, such as brownies, guides, cubs, scouts

Undertaking volunteering for a charitable organisation.

TRIPS & VISITS INCLUDE: (Covid-19 permitting)

October: University & Apprenticeship Careers Fayre, Bristol

March: Cardiff University Open Day Trip

July: Barcelona residential trip

There will also be subject specific trips. Speak to your subject teachers for more details.

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SOCIAL ACTIVITIES INCLUDE:

These are as many and varied as the 6th Form Senior Students and Committee leadership team choose to plan!

Typically, there is 6th Form Christmas Party, and a Year 13 Leavers Prom (as well as the more formal school Leaver's Event).

SPORTS AMBASSADORS / ENRICHMENT CO-ORDINATORS:

A fantastic opportunity to gain leadership skills within our 6th Form. As a Sports Ambassador you will plan and deliver sporting activities within the school, but also across the wider Chippenham community. For example, hosting the multi-skills primary festival each year.

See Mrs Pierce for more details (jep@abbeyfield.wilts.sch.uk)

GOLD DUKE OF EDINBURGH AWARD:

If you love a challenge and being outdoors, why not consider your Gold DoE?

This is highly valued by employees as it evidences resilience, determination, independence and teambuilding; skills which are sought by employees and universities.

Successful students will receive their Gold Award during a ceremony at Buckingham Palace.

See Mrs Silcock for more details (sas@abbeyfield.wilts.sch.uk)

EMPLOYMENT

Whilst Abbeyfield School recognised the importance of paid employment both in terms of the financial rewards and skills that can be developed, we would ask that you comply with our guidelines that **no more than 12 hours paid employment should be undertaken per week** as research shows that there is a positive correlation between hours worked, and under-achievement.

Paid employment should not conflict with homework, independent study or attendance.

Careers Advise & Guidance



At Abbeyfield School, provision of high-quality and timely careers advice and guidance is integral to our 6th Form offer.

This is delivered through our PSHE sessions, which are timetabled once a fortnight, as well as within both our tutor and enrichment programmes

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POST-18 PATHWAYS

Tutors will provide support with post-18 pathways. This is embedded through the PSHE curriculum delivered in Year 12 (Term 4 onwards) and Year 13.

Students will be issued with a Pathways Booklet in Term 4 of Year 12, and will be expected to refer to this for guidance on each of the three most common pathways:

1. University undergraduate degree course
2. Degree apprenticeship
3. Higher apprenticeship

Our in-house provision is enhanced by a range of externally sourced workshops and briefings – details will be confirmed.

These include, the Government's ASK Apprenticeship Scheme and Oxbridge Interview workshops, as well as trips to careers fayres and we will aim to provide at least one opportunity to attend a university open day.



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