

ABBNEYFIELD 6TH

FORM

STUDENT

HANDBOOK

2022/23



“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. The outcomes our students achieve have consistently ranked 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, independent study and being an active member of the Sixth form and wider school community. Our Sixth Form students are integral to our school and are role models for younger students in terms of conduct, leadership and attitude to learning.

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

Welcome to Abbeyfield Sixth Form. We are delighted 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 Sixth Form, and I would urge you to take every opportunity that is available to develop academically whilst also preparing yourself with the skills that will enable you to be successful in your future academic studies and careers.

We pledge to provide consistently high-quality subject teaching, as well as post-18 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 during your time in Sixth Form, and wish you every success with your studies.

Miss Jones

“Inspiring Excellence”

6th Form Contacts:

6 th Form Tutor Team		Contact
Head of 6 th Form	Miss Jones	sxj@abbeyfield.wilts.sch.uk
6EXH	Mrs Hawker & Mr Butler	evb@abbeyfield.wilts.sch.uk / exh@abbeyfield.wilts.sch.uk
6CXD	Ms Deevey & Mrs Meade	cxd@abbeyfield.wilts.sch.uk / djm@abbeyfield.wilts.sch.uk
6NCR	Miss Ritzaki	ncr@abbeyfield.wilts.sch.uk
6LIS	Mrs Smy	lis@abbeyfield.wilts.sch.uk
6LKF	Mrs Farquharson & Mrs Silcock & Mrs Duff	lhf@abbeyfield.wilts.sch.uk / sas@abbeyfield.wilts.sch.uk / ljd@abbeyfield.wilts.sch.uk
6JNW	Mr Warrington	jnw@abbeyfield.wilts.sch.uk

ABSENCES: UNPLANNED

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

Alternatively, you can email sxj@abbeyfield.wilts.sch.uk or your tutor (replies will be copied to parents to ensure that they are aware of your absence)

You should notify of absences as soon as possible, but certainly no later than 09.00

ABSENCES: PLANNED

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.

You can also email any requests to sxj@abbeyfield.wilts.sch.uk (replies will be copied to parents to ensure that they are aware of your absence).

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)

“Inspiring Excellence”

Any absences not authorised (as above), including non-attendance of lessons, including supervised study sessions, are considered as unauthorised and 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.



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; 12.30-13.00).
- To sign out at reception if leaving the site during social times or arriving after registration, or leaving school for an authorised reason during the school day.

ATTENDANCE

- To aim to achieve 100% attendance.
- To ensure that holidays are taken outside of term time.
- To attend tutor time (08.40 - 09.00 each day) unless otherwise instructed i.e. to attend a briefing or support a leadership role in which case you MUST sign-in at reception before 09.00. (see tutor programme below)
- To attend all timetabled lessons including supervised study sessions, PSHE (see overview below), enrichment carousel and PE.
- 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.

“Inspiring Excellence”

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, and to meet all coursework deadlines without exception.
- ❑ 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.

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 11-18 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.

ELECTRONIC DEVICES

- ❑ 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, and we would encourage students to use these to aide independent working in school.

SMOKING/ VAPING / ALCOHOL / DRUGS

- ❑ All smoking, alcohol and drugs and associated paraphernalia is prohibited on site, in the immediate vicinity of the school i.e. around the school gates, and at any Abbeyfield endorsed social events or trips.

“Inspiring Excellence”

- ❑ Vaping is prohibited on site, in the immediate vicinity of the school i.e. around the school gates, and at any Abbeyfield endorsed social events or trips.
- ❑ Failure to comply with our policy on smoking, vaping, 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 a sanction in-line with our whole school behaviour policy and in extreme circumstances could result in the removal of your place at Abbeyfield Sixth Form.



Tutor Sessions

Attendance at tutor sessions is a basic expectation in Abbeyfield 6th Form.

Tutors will be delivering a tutor programme to support you with your studies, and to prepare you for Post-18 pathways, and Post-18 living.

They are also your first point of contact for any academic or pastoral support.

6th FORM TUTOR PROGRAMME: 2022-23				
MONDAY	TUESDAY*	WEDNESDAY	THURSDAY	FRIDAY
<i>Reminder of key dates / deadlines / Messages</i> <i>Study Skills</i>	<i>Reminder of key dates / deadlines / Messages</i> <i>Ted Talk Tuesday</i>	<i>Reminder of key dates / deadlines / Messages</i> <i>POST-18</i>	<i>Reminder of key dates / deadlines / Messages</i> <i>Current affairs debate / discussion</i>	<i>Reminder of key dates / deadlines / Messages</i> <i>Weekly Quiz/ Countdown Challenge etc.</i>
TERMLY BRIEFINGS WILL BE NOTIFIED IN ADVANCE				

PSHE

Attendance at PSHE sessions (timetables once a fortnight) is a basic expectation in Abbeyfield 6th Form.

In year 12 our PSHE programme foci are based on 3-strands:

- ❑ Health & Wellbeing
- ❑ Relationships & Sex Education
- ❑ Living in the Wider World

To support Living in the Wider World, there are also additional workshops provided throughout the year, including a SafeDrive Roadshow, PREVENT training, First Aid training, Finance Workshops and mock interviews.

In year 13 our PSHE programme focus is predominately Living in the Wider World to prepare for Post-18 applications, and Post-18 living.

“Inspiring Excellence”

Volunteering Opportunities

STUDENT LEADERSHIP:

As a member of Abbeyfield 6th Form, you will provide opportunities for you to contribute to the wider school community. 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 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.

Examples of in-school opportunities include:

- Literacy (reading) mentors for KS3 students
- Numeracy (maths) mentor for KS3 students
- Classroom support for KS3 or KS4 lessons
- Supporting the Peer Mentoring Programme, including Year 11 revision mentors.
- Running social time activities

We also appreciate that many of you do also volunteer outside school, and we would encourage you to continue to do so alongside in-school volunteering. This can also be completed as work experience (see career section below)

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.

6th Form Enrichment

As part of the Year 12 programme of study, alongside subject lessons, PSHE, PE, Supervised Study and your tutor sessions, you will also be timetabled for a carousel of enrichment lessons to prepare you for post-18 living.

- Life skills (DT)
- Conversational Spanish or French
- Leadership
- IT Business skills (workplace IT)

“Inspiring Excellence”

TRIPS & VISITS INCLUDE:

University & Apprenticeship Careers Fayre, Bristol (September)

Cardiff University Open Day Trip (Term 6)

Italy Lakes Trip (May half term)

Enrichment trips (Term 6)

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

SOCIAL ACTIVITIES:

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 Event (this year it was a trip to LaserQuest), 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 15-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.

“Inspiring Excellence”



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.

POST-18 PATHWAYS

Tutors and PSHE teachers 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 during our Pathways Evening (parents and students) 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.

WORK EXPERIENCE

To support you to make informed post-18 decision, and obtain the experience required to access under-graduate study and /or degree apprenticeships, we would encourage you to complete unpaid work experience as part of your 6th Form programme of study.

We are able to authorise up to two weeks unpaid work experience (but a maximum of one week at a time), or more regular external volunteering during non-contact time i.e. study periods. This can be completed at any time during Year 12 or 13, other than during mock or external exams, or the period immediately preceding these times.

Placements need to be arranged by yourselves and authorised in advance.

If you are interested in completing work experience, please speak to Miss Jones.



“Inspiring Excellence”

