

Haileybury Turnford Sixth Form



Ambition - Pride - Success

Student Handbook 2021 – 2022

Contents

The Sixth Form Team.....	Page 3
Communication.....	Page 4
Attendance & Risk of Failure.....	Page 5
Expectations & Responsibilities.....	Page 6
Privileges.....	Page 7
Routines.....	Page 8
Monitoring Progress & Assessments.....	Page 9
Dress Code.....	Page 10
Sanctions & Support Measures.....	Page 11
Extra Curricula Programme.....	Page 12
Additional Information.....	Page 13

Letters/Agreements to Sign & Return

Year 12 Student Learning Agreements 2020-21.....	Page 14
Acceptable use Agreement (ICT)	Page 15
Sixth Form Privileges	Page 16

The Sixth Form Team



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Assistant Principal, Head of Sixth Form & DSP for Sixth Form students

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Assistant Head of Sixth Form & Head of Year 13

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Sixth Form Administrator

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Communication

We want to make communication between parents/carers and staff at Haileybury Turnford as efficient as possible to enable any potential issues to be sorted as quickly and effectively as possible. Please find below the normal lines of communication for dealing with issues that may arise at school. When communicating with the school, please allow **48 hours** for a response.

Pastoral & Academic Issues

1. Firstly, contact the appropriate Head of Year
 - a. lindquists@haileyburyturnford.com (Year 12)
 - b. goodya@haileyburyturnford.com (Year 13)
2. If you are not satisfied with the first response then you should contact the Assistant Principal & Head of Sixth Form
 - a. shivalkarn@haileyburyturnford.com
3. If you are not satisfied with the second response then you should contact with a Vice Principal
 - a. goodesm@haileyburyturnford.com
4. Once the issue has been dealt by a Vice Principal and you are still not satisfied with the response then please contact the Principal
 - a. newmanr@haileyburyturnford.com

Attendance

1. If your son/daughter is absent from school then please contact the Sixth Form Cover & Attendance Officer
 - a. blaskettk@haileyburyturnford.com
 - b. (01992) 308333 ext.287
2. If the absence is likely to be long term, then please contact the appropriate Head of Year
 - a. lindquists@haileyburyturnford.com (Year 12)
 - b. goodya@haileyburyturnford.com (Year 13)

Please note that parents/carers must communicate on a daily basis for any absence, unless previously agreed with a member of the Sixth Form Team.

Attendance

Attendance to school is imperative to give each student the best possible chance of success and to enable them to reach their potential. Students can do this by:

- Aspiring for 100% attendance record, however we acknowledge that this is not always possible and as such we set the target of 95% attendance.
- Ensuring that they are punctual to all lessons and study periods

Research has shown that for every 5% below 95%, students are likely to achieve at least one grade less than those who maintain an attendance record of 95%.

Any absence must be communicated to Mrs Blaskett at the earliest possible point

Risk of Failure

If a student is at risk of failing a subject then they will have to undergo a “Risk of Failure” programme, which will take a minimum of 6 weeks. This will be subject specific and involve the teacher, Head of Faculty and Sixth Form team.

This programme will require full cooperation from both the students and parents/guardians.

The overall aim of this programme is to give the student every opportunity to achieve the best that they can in each of their subjects with the support deemed necessary and to reduce the overall chance of failing to achieve a grade in a subject.

Expectations & Responsibilities

Every member of the Sixth Form community at Haileybury Turnford is required to:

1. Attend school on time every day (parents to inform school in the case of illness or other unavoidable absence) and attend **ALL** timetabled lessons and additional activities arranged by the Sixth Form team
2. Take responsibility for their own learning and fully commit to their studies in lessons, private study time and at home. We expect a minimum of 15 hours private study per week.
3. Show respect to all staff and behave appropriately at **ALL** times, ensuring an environment that is conducive to learning.
4. Ensure that they uphold the rules and values of the school, act as positive role models for younger students and are excellent ambassadors for Haileybury Turnford within the wider community.
5. Ensure that they make a valuable contribution to school life, through active participation in whole school events and activities and by adopting positions of responsibility.
6. Ensure responsible use of the internet and social media and will **NOT** post anything that brings themselves, the school or others into disrepute.
7. Not be found in possession of illegal substances/weapons
8. Adhere to the Sixth Form dress code (see “Dress Code” section for further information)

Please pay particular attention to the “**Student Learning Agreement**” at the end of this booklet that **MUST** be signed by both the student and parents, and returned to a member of the Sixth Form team.

Use of Information Communication Technology (ICT):

1. All Sixth Form students must abide by the ICT code of conduct and use ICT appropriately (please see ICT code of conduct at the end of this booklet)
2. You are encouraged to bring in equipment (e.g. smartphones, tablets, laptops) to support your independent learning in the Sixth Form areas, and in lessons if explicitly indicated by your teacher.
3. Students are permitted to use their phones in the Sixth Form area, **NOT** in the main school.

Please note that Haileybury Turnford takes **NO** responsibility for any equipment that you bring to school, the responsibility lies directly with the student.

Home Study

Home Study enables students to leave school to work independently at home if they do not have a lesson or a study session. Students are able to enter leave school at the start of the day, between lessons, at break and lunch time through the common room door, which will be manned by a member of the Sixth Form team during these times. Students are **NOT** able to leave school except for these times.

Home study is awarded to students based on the following criteria:

- Attendance and punctuality to lessons
- Attitude to learning
- Meeting deadlines
- Organisation of folders
- Completing of homework

Home study can be revoked at any time by the Sixth Form team if we feel that students have not been able to maintain high standards in meeting our expectations.

Lunch Time

Throughout the year all Sixth Form students will be given the opportunity, at lunch time, to go out into the local community to buy lunch if they so wish. Students can only leave and enter through the Sixth Form common room and will be signed out and in by a member of the Sixth Form team. Student must return on time in preparation for period 5 lessons/study sessions.

As with home study, lunch time privileges can be revoked by the Sixth Form team if we feel that students have not been able to maintain high standards in meeting our expectations.

Please pay particular attention to the **“Sixth Form Privileges Letter”** at the end of this booklet that **MUST** be signed by a parent, and returned to a member of the Sixth Form team.

Routines

The school timetable, including timings, can be seen below. However, the following routines are expected of each student:

1. If you are unwell or have a medical appointment, please ensure a parent/carer calls in to let Mrs Blaskett know. (contact details earlier in the documents)
2. If you have a study period, you must sign in with Mrs Blaskett in the Sixth Form Study Area and remain there for the duration of the lesson.
3. Sixth Form students are not allowed off site during the day, unless they have been awarded Home Study. (see previously)
4. Students who arrive late to school or lessons 3 times in a week will be issued with a Payback for 60 minutes on the following Monday.
5. Students who feel unwell during the school day must see Mrs Blaskett who will contact parents before being allowed to go home.

School Timetable

Arrival	Period 1	Period 2	Break	Period 3	Period 4	Lunch	Period 5	Period 6
8.30am to 9.05am	9.05am to 10.05am	10.05am to 11.05am	11.05am to 11.25am	11.25am to 12.25pm	12.25pm to 1.25pm	1.25pm to 2.00pm	2.00pm to 3.00pm	3.00pm to 4.00pm

Monitoring Progress & Assessments

It is important that we assess the suitability of students for their chosen courses within the first 2 weeks of term. Subject Leaders will be asked to raise any concerns before this date, and will consider:

- Summer tasks
- Performance in Induction assessments
- Attendance
- Attitude to lessons and independent learning on the course so far

Any requests to make subject changes must be discussed with member of the Sixth Form team within the first 2 weeks.

Assessments

Throughout each term, teachers will assess students in their relevant subjects and report back to the Sixth Form team. These assessments will take different forms, dependent on the subject, however students will always be informed so that they are able to prepare. Assessment data will also be sent home to parents/carers soon after all assessments have been marked and graded.

Mock Examinations

On the run up to external examinations, students will be required to undertake mock examinations in preparation for the external examinations. These will be timetabled over a period of time (usually 1 week) and be taken under full exam conditions. Again, once these have been marked and graded the results will be communicated to the students.

Special Access Arrangements (SAA)

If throughout your education in lower school, especially during assessment and examination periods, you have been in receipt of SAA then you must ensure that you make this known to a member of the Sixth Form team. This is important as these arrangements are **NOT** automatically carried forward into KS5.

Dress Code

The dress code reflects our perception of Sixth Form students as hardworking, mature role models. Students are expected to adhere to our “Business Attire” expectations, which one would expect to see in the world of work, particularly office based professional attire.

Below are examples of what is and is not accepted as business attire:

Males

- Smart jacket and trousers (or suit if preferred)
- Shirt and tie
- Plain jumper or cardigan
- Hoodies and trainers are **NOT** permitted
- Sensible shoes (preferably black and able to be polished)

Females

- Skirt or tailored trousers (suitable length)
- Smart top – a shirt, blouse, sweater or plain smart t-shirt will be worn (no strappy, tops to be worn and no midriff to be shown)
- Jumper or cardigan or tailored jacket (jacket preferred)
- Smart dress
- Black jeans/figure hugging trousers/black leggings are not allowed to be worn
- Sensible shoes

N.B. Trainers, flip-flops, backless mules and plimsolls may NOT be worn. Only smart plain formal boots may be worn (no UGG boots). Students may wear a smart formal outdoor coat (not denim) to travel to and from school.

Jewellery, piercings and dyed hair

- Jewellery and make up are acceptable providing they fall within the limits of conventional business dress code
- Normal ear piercings are acceptable and one facial piercing/stud only
- Natural hair colour is preferred
- Neutral hair dye or highlights are acceptable but bright non-natural colours are not

As a safeguarding issue, all Sixth Form students are expected to wear their identity badge whilst on school site. It must be **VISIBLE** at all times.

Sanctions & Support Measures

The majority of Sixth Form students work hard, attend well, and follow procedures and behave maturely. Where improvement is needed, a range of measures may be put in place:

- *Sending a student out of lessons* – this may happen where a student's behaviour is disruptive or inappropriate, or where they have not completed the required lesson preparation. A sanction will be put in place e.g. extended day, inclusion.
- *Sending a student home* – students not adhering to the Sixth Form dress code may be sent home, as may students who have been rude to a member of staff.
- *Confiscation of mobile phone* – Sixth Form students using mobile phones in the main school (outside of the sixth form area) will have it confiscated.
- *Extended School Day* – where a student's conduct or progress cause concern, their hours in school may be extended beyond 3pm for a set period of time.
- *Late Paybacks* – these are used in the Sixth Form. Students who are late to schools or lessons three times in a week will have a 1-hour payback after school on a Monday. Students will be informed via class charts.
- *Attendance Reports* - where a student's attendance at registrations, lessons, assemblies, and study periods is monitored by their Form Tutor, Sixth Form Attendance Officer, Head of Year or Head of Sixth Form.
- *Extended Student Learning Agreement* - This is often used by subject staff where a student is under-achieving. It states a consequence, for example, an extended school day – if the set targets are not met.
- *Sixth Form Contract* - This is used where there is a range of concerns regarding a student. The contract states clearly that the student may be asked to leave the Sixth Form if they do not meet the required targets.
- *Isolation / Exclusion* - are also used where necessary.

Sanctions Structure

Level 1 – Formal verbal warning

Level 2 – Written warning and meeting with parents

Level 3 – Final written warning advising that the place in school is at risk

Level 4 – Withdrawal of sixth form place

In normal circumstances progress would be made through the levels. In exceptional circumstances one or more of the levels may be omitted resulting in an immediate withdrawal of the Sixth Form place.

Co-Curricular Programme

At Haileybury Turnford Sixth Form we value a broad curriculum that supports students in their qualifications and to build key employability skills for their future career path. Whilst a member of our community, students will be given the opportunity to participate in a programme that will include the following:

- Dragons' Apprentice Challenge
- Extended Project Qualification (EPQ)
- Futures Week
 - Enterprise skills
 - Personal & Student Finance
 - Team building
 - Democracy & Politics
- Enrichment week
 - Sports day support
 - Leadership
- Credit Suisse work experience
- Legal Apprentice Challenge
- Students Voice & Sixth Form leadership team
- Extensive Oxbridge programme (Haileybury)
- Unifrog & Pathways CTM futures programme
- British values assembly programme
- BASET Pioneer Award
- UCAS applications & personal statements
- Careers Fair
- Apprenticeship assembly programme
- Youth Connexions career/future support

Volunteering Programme

Throughout the first term at Haileybury Turnford Sixth Form, **EVERY** student will be required to complete 10 hours of volunteering per half term within the local and school community. It is the responsibility of each individual student to organise and attend their purposeful volunteering hours around their timetabled lessons. Examples of purposeful volunteering include:

- Teaching assistant in lower school lessons
- Reading buddy for students with low levels of literacy
- English as an Additional Language support
- Mentoring English & Mathematics students
- Providing additional support in local care homes
- Working with local charities

Emergency Evacuation Procedures

Anyone who discovers an outbreak of a fire MUST sound the nearest fire alarm without hesitation. Upon hearing the fire alarm, ALL students must:

- Evacuate the building and assemble where directed to by the Sixth Form team
- Not attempt to leave school site at this point
- Remain silent throughout the fire drill and listen attentively to instructions being given by the Sixth Form team (usually led by relevant Head of Year)
- Set a good example to the younger students in the school

Any student who causes a risk to Health & Safety through failing to attend a fire drill or failing to use the registrations procedures correctly, will be severely dealt with.

Sixth Form Identity Badges

It is a safeguarding requirement that all Sixth Form students are issued with an identity badge. They must wear this badge at all times on school site, ensuring it is visible and not hidden behind any clothing. If a student forgets their ID badge, then they must see Mrs Blaskett as soon as they arrive to school. However, if a student loses their ID badge, then they must inform Mrs Blaskett who will arrange a replacement with the cost being charged to the student & parent/carer.

Learner Support Service – 16 to 19 Bursary Fund

Many Sixth Form students will be eligible for financial support to aid their studies. To find out if you are eligible and to download an application form, please see the school website link below:

<https://haileyburyturnford.com/16-19-bursary-fund/>

Car Parking

Many Sixth Form students travel to and from school by car, but for health and safety reasons and the shortage of spaces, students may NOT drive into the school or park on the school premises. It is recommended that Sixth Form students use the spaces available at Nightleys Park (opposite the school)

NUS Extra Card

The National Union of Students (NUS) provides students the opportunity to apply for a discount card, called TOTUM. This card allows students to access exclusive student discounts and take a first step towards being part of the world's largest student movement. Visit the website <https://www.totum.com/> to join.

Driving / Part-time Jobs

The Sixth Form team appreciates that students will be eager to start driving and/or get part-time jobs, however we must be clear that driving lessons should not be arranged during school hours and that part-time jobs should not exceed 16 hours per week, as to avoid impacting on academic progress. Any absence as a result of a driving test or induction training at a job will be authorised if prior evidence is provided. We strongly believe that education/school must come first and expect the same commitment from all students at Haileybury Turnford Sixth Form.

YEAR 12 STUDENT LEARNING AGREEMENT 2021-22

Membership of Haileybury Turnford Sixth Form is conditional upon the acceptance of and adherence to the following regulations.

Attendance - Students must:

- Attend all timetabled lessons, arriving punctually and with all necessary equipment.
- Attend all assemblies, lessons & study periods
- Stay on site between 8-30 and 3pm, or adhere to the rules of home study & lunch time privilege.
- Follow all signing in procedures where relevant
- Ensure that a parent contacts the school on the day of an absence
- Avoid medical and dental appointments wherever possible during school time.
- Not take driving lessons during school time
- Request time off in advance for interviews and Open Days.
- Not take holidays in school time.
- Follow the return to school procedures as a result of absence.

Commitment to Study - Students must:

- Take responsibility for their own learning by making full commitment to their studies in lessons, private study time and at home.
- Work productively during all study periods
- Complete all work to the required standard and by the set deadline.
- Ensure that paid work does not have a negative impact on their academic progress.
- Seek advice from staff where they have academic or other concerns.

Conduct - Students must:

- Show respect to all staff and behave appropriately in all lessons
- Ensure that they uphold the rules and values of the school, act as positive role models for younger students and are good ambassadors for Haileybury Turnford within the wider community.
- Ensure that they make a valuable contribution to school life, through active participation in whole school events and activities, and by adopting positions of responsibility.
- Complete volunteering within school or wider community.
- Adhere to the sixth form dress code
- Use Sixth Form area appropriately, and ensure that it is looked after and kept tidy.
- Adhere to the ICT code of conduct.
- Not smoke on school site at any time, this include e-cigarettes
- Not bring alcohol, illegal substances or weapons to school
- Ensure that they do not park on school site.

I hereby confirm that I have read and understood the Sixth Form Student Learning Agreement:

Signed (Student):Date:

PRINT NAME:

Signed (Parent/Carer):Date:

PRINT NAME:

Haileybury Turnford Student Acceptable Use Agreement / eSafety Rules

ICT and the related technologies such as the internet and email are an important part of learning in our school. We expect all students to be responsible for their behaviour when using ICT and the Internet. It is essential that students are aware of eSafety and know how to stay safe when using any ICT.

Students are expected to discuss this policy with their parent or carer and then to sign and follow the eSafety Rules. Any concerns or explanation can be discussed with their tutor, Head of Year or the school eSafety coordinator.

Students must agree to the following:

- I will only use the school's ICT systems including the internet, email, digital video etc for school purposes.
- I will only access the school network using my own user name and password.
- I will follow the school's ICT security system and not reveal my passwords to anyone.
- I will only use my school email address.
- I will make sure that all ICT communications with students, teachers or others is responsible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not send to students, teachers or others material that could be considered offensive or illegal.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer may be contacted.

Re: Haileybury Turnford Student Acceptable Use Agreement / eSafety Rules

To: Mrs Shivalkar, Assistant Principal & Head of Sixth Form

Student Name.....

I have read the agreement and fully understand the requirement to support the school in ensuring that my child uses ICT appropriately and safely to ensure their continued access at school.

Signed..... Date.....

Dear Parent/Carer

Re: Sixth Form Privileges

Students at Haileybury Turnford Sixth Form earn the right of home study, which allows them to leave school during the school day without returning. Additionally, we also allow students to go out into the local community to buy lunch if they so wish.

We recognise that the students in our Sixth Form are young adults and we want the opportunity to reward students for their continued commitment to the Sixth Form. In order to ensure these privileges can be provided safely, we are taking the opportunity to seek your permission for your son/daughter to benefit from these privileges throughout their time at Sixth Form.

We kindly request that you complete and sign the slip below if you consent to these privileges and that your son/daughter can leave school site at these times. In signing the slip below, you agree to take full responsibility for your son/daughters' safety in these times.

Thank you for your support and if you have any questions please do not hesitate to contact a member of the Sixth Form Team.

Yours faithfully



Mrs N. Shivalkar

Assistant Principal & Head of Sixth Form

01992 308333 ext. 261

shivalkarn@haileyburyturnford.com

Re: Sixth Form Privileges

To: Mrs Shivalkar, Assistant Principal & Head of Sixth Form

Student Name.....

I have read this letter and fully understand the requirement to provide authorisation for my son/daughter to continue to benefit from the privileges awarded by the school, related to home study and lunch time.

Signed..... Date.....