

SHAFTESBURY

SIXTH FORM



# Sixth Form Transition Pack

2020-2021

MAKING THE  
JUMP FROM  
YEAR 11 TO  
YEAR 12

# SHAFTESBURY

## SIXTH FORM



sixthformoffice@shaftesburyschool.co.uk



01747 854498



shaftesburyschool.co.uk/sixth-form

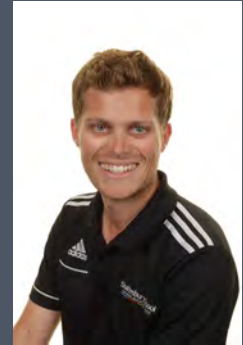
## **Dear Year 12,**

*Firstly, a very warm welcome on behalf of the School and Sixth Form Team. We are really pleased you have chosen to study at Shaftesbury and believe this is a very special environment in which to continue your education and prepare for the next stage in your life.*

*Year 11 might seem like a long time ago, however September will soon arrive and we want to make sure you have all the information to make a smooth transition to life in Year 12.*

*We hope this Transition Pack will provide all the detail you require, however please contact the school if not. Otherwise, we look forward to working alongside you in September and supporting you in achieving the very best outcomes during your time with us.*

**The Sixth Form Team**



**Mr Motteram**  
Head of Sixth Form &  
Year Progress Leader



**Mr Almond**  
Year Progress Leader



**Mrs Botterill-Downs**  
Sixth Form Manager

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# Welcome to Shaftesbury Sixth Form!

A really warm welcome to all the new Year 12 students as they prepare to join Shaftesbury Sixth Form in September 2020. We are thrilled you are joining us and believe this is a really special place to continue your studies.

The transition from Year 11 to Year 12 is pretty big, so we have included some important bits of information in this pack to help you settle into your studies. Although some of the changes seem huge, please do not be intimidated as staff and students are on hand to help you settle into Sixth Form Life. We all believe the Sixth Form at Shaftesbury is a fantastic learning environment and wish you all the best as you embark on the next stage of your life!

**From the Senior Student Team 2019-2020**



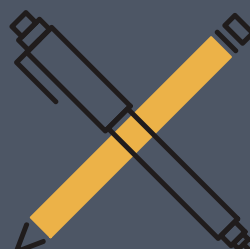


## Summer Tasks

One of the main differences between GCSE and Sixth Form courses is that to do well at A Level and BTEC you must do more than just the classwork and homework your teacher sets you. Independent learning is essential to get the top grades. Getting started early is a great way to make sure you hit the ground running in September and the summer holidays are a great time to do some reading and start thinking about some of the topics you will be studying.

The Sixth Form Summer Tasks section of the school website contains material and work from many departments which you should have a look at now in order to be ready to make a good start in September. Many departments have set work for you to complete over the summer that they will expect you to have ready for the first lesson in September.

Go to [shaftesburyschool.co.uk](http://shaftesburyschool.co.uk) then click on  
Sixth Form > Summer Tasks





# GCSE Results Day Procedures

**Thursday 20 August**

The school will be open from 10.00am-2.30pm on Thursday 20 August for you to collect your GCSE results. The school will also be open from 10am-1pm on Friday 21 August.

You must confirm your place in Sixth Form at this time. Advice and guidance will be available for students who have not met their offers. Staff will be available on both days to discuss any problems or concerns you may have, or if you wish to make a change to your planned courses.

External students with conditional offers who cannot attend the school in person must ensure that copies of their examination results are sent to the school by e-mail to *SixthFormOffice@shaftesburyschool.co.uk*

If you are unable to collect your results then you **MUST** notify the Examinations Officer at your school in writing of who you will be sending in your place. This could be a parent, relative or friend but the school needs your authorisation. Results will not be given to anyone else without your permission. Include a sentence saying "I authorise {name of person} to collect my exam results" and then sign and print your name. Any results not collected in the morning of Thursday 20 August will be sent out by 2nd class post.



**Thursday 20 August 10am**

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## Term Dates

### Academic Year 2020-2021

Mon 7 Sep to Fri 23 Oct - Term 1a

Mon 26 Oct to Fri 30 Oct - Half term

Mon 2 Nov to Fri 18 Dec - Term 1b

*Christmas break*

Tue 5 Jan to Fri 12 Feb - Term 2a

Mon 15 Feb to Fri 19 Feb - Half term

Mon 22 Feb to Thu 1 Apr - Term 2b

*Easter break*

Tues 19 Apr to Fri 28 May - Term 3a

Mon 31 May to Fri 4 Jun - Half term

Mon 7 Jun to Fri 23 Jul - Term 3b



## Lesson Times

8.35-9.00 - Tutor Time

9.00-10.00 - Period 1

10.00-11.00 - Period 2

*11.00-11.20 - Break*

11.20-12.20 - Period 3

12.20-13.20 - Period 4

*13.20-14.00 - Lunch*

14.00-15.00 - Period 5





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# Link Bus to SNHS

The Sixth Form operates a free transport service between Shaftesbury School and Sturminster Newton High School on **Tuesdays** and **Thursdays**. All buses will leave promptly and it is your responsibility to make sure that you are at the bus stop at the correct time. If you miss the bus for any reason you must go to the Sixth Form Office at Shaftesbury or main reception at Sturminster. You may have to pay the cost of a taxi journey or arrange for your parents to collect you in order to get home.

Please see the timetable below to familiarise yourself with the departure times.

	<b>Depart Shaftesbury</b> (from bus park near A block)	<b>Depart SNHS</b> (from main school car park)
<b>MORNING (P 1/2)</b>	8.35	8.35
<b>BREAK (P 3/4)</b>	10.50	10.55
<b>LAST BUS (Lunch)</b>	13.35	13.10





## Dress Code

There is no uniform in the Sixth Form. However, as Years 12 and 13 are role models for younger students dress should be appropriate for a study/work environment. Please do not be offended if you are asked to amend your appearance.

- No ripped jeans or tracksuits/tracksuit bottoms. If you have a PE Practical/Wider Studies you are expected to bring in kit to change into. Sports shorts/tracksuit shorts/board shorts are not allowed. Tailored shorts are permitted.
- Very short skirts are not permitted; no exposed midriffs; clothing must not be too revealing. Smart tops, trousers, skirts and dresses are permitted.
- Coats should not be worn in lessons; hoods should be worn down.
- Piercings: No flesh holes or facial piercing although a discreet nose stud may be permissible.
- Tattoos: Must not be visible.
- Hair: This should not be dyed in unnatural shades
- Make-up: Appropriate for a work / study environment.

We understand that judgements may be subjective but staff decisions must be respected at all times. If we don't think you're smart enough we may send you home to change or isolate you.







## Tutor Time, Assemblies & Communication

**Tutor time - 8:35->9:00**

You are required to attend registration with your tutor every morning (unless you are travelling to Sturminster).

During tutor time you will complete your Personal Learning Portfolio to monitor your progress and prepare for the future.

Your tutor will also:

- Register groups and monitor attendance at lessons.
- Review progress with students and set appropriate targets for student progression.
- Liaise with parents and Progress Leaders where there are concerns with attendance, welfare or progression.
- Discuss and advise students over pastoral matters affecting student progress.
- Write student references for UCAS/HE or employment

### Assemblies

Assemblies are an important part of Sixth Form life. They are a vital way of communicating information and also provide space to promote reflection on a spiritual, cultural or citizenship issue.

It is compulsory for all students to attend assemblies. Regular Sixth Form assemblies will take place **Period 5 on Thursdays**.

### Communication

The Sixth Form Bulletin is published every week to keep you up to date with what is going on, employment and university opportunities.

Please check your school email address regularly. The Sixth Form Office will use this as a key means of communication.

**Assemblies - Thursdays Period 5**





# Attendance

## Swipe cards

All students are issued with a 'swipe card'. This card must be used every day when you enter/leave school to register you electronically. You must also use this card to register for your supervised study sessions. If swipe cards are lost or damaged, replacements can be obtained at a cost of £2.

At the beginning of term, all year 12 students are required to be on site at all times during the day.

After half term in October lunch passes may be awarded to those students working on or above target in each of their subjects. Only these students will be permitted to leave the school site.

Please note that the Sixth Form operate an Attendance Detention Scheme. If a student is repeatedly late or misses lessons then they may find themselves placed in a one hour detention.

## Planned Absences

If you know you are going to miss a lesson, you must complete a Green Absence Form. It is your responsibility to inform your teacher and arrange to get the work to catch up on.

Examples of acceptable reasons for missing a lesson include:

- attending a university open day
- attending a school trip
- appointment with a hospital consultant
- practical driving exam\*

\*You are allowed to take time out of study periods for your driving theory test or driving lessons – a maximum of 2 hours per week. There is an online form to fill in to book time off for driving lessons.



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## Planned and Unplanned Absences

### Unplanned Absences

If you are unexpectedly absent such as through illness, either you or your parent/guardian should notify the school before 9am on 01747 854498 or e-mail [studentabsence@shaftesburyschool.co.uk](mailto:studentabsence@shaftesburyschool.co.uk)

You should endeavour to call/email each day of absence.

### Boarding Students

We would request that parents of boarding students book travel to and from school as far in advance as possible to ensure flights are available at correct times. We know from experience that it can be hard to obtain flights at the start and end of term, especially around Christmas and Easter. It is essential that students are able to remain at school until the very end of term, and arrive back on the first day, otherwise their education may be adversely affected.



**School Day: 8:35-15:00**



**Missing a lesson?  
Green Absence Form completed?**



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# Lesson Attendance Policy

## *Student misses a lesson/s*

Subject teacher emails student requesting reason for absence (if none given).



## *Further lessons missed*



Subject teacher/Sixth Form Office/Tutor contacts home to report absences

## *Attendance drops further for a subject*

Interview with student and parents to discuss absence



## *Attendance drops further*



Letter sent home outlining the consequences of poor attendance, including the initiation of the school disciplinary procedure. Targets set to improve attendance over a 2 week period. Student placed on Attendance Report, which is monitored by Year Progress Leader.



## *No Improvement*



Further disciplinary action/ potential removal of Sixth Form place



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# Work Experience & Internships

## Work Experience

We expect all our students in Year 12 to undertake a minimum of 30 hours work experience over the course of the year. Work experience is an opportunity to introduce young people to the reality of working life within a willing organisation, to help them to secure and sustain employment.

Work experience can be completed either throughout the year or in a week's block from 19-23 July 2021. If completed throughout the year, it must be during study periods and not in place of lessons.

Students must coordinate their work experience with Mrs Johnson (Careers Coordinator) and submit/sign off all relevant paperwork before attending. The school's behaviour and attendance expectations must be followed while on placement.

## Internships

An internship is a work experience placement within the school. This is usually within a specific subject department that the student is attached to, for example supporting lower school lessons. Internships count towards a student's 30 hours of work experience.

Students must complete internships during study periods and can only start an internship once all paperwork has been submitted and signed off by Mrs Johnson.





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## **My timetable is not full of lessons. What is a Study Period?**

All Sixth Formers have study periods built into their timetable. These non-contact lessons must be used constructively to ensure learning and progress.

## ***Where do I go during a Study Period?***



The Study Centre. Just for Sixth Form use, it contains computer access, a careers library and is close to the main school amenities



The Sixth Form Area of the Library. It is quiet and has computer access



Use the Free Room Timetable to find an empty classroom and study quietly



The Sixth Form Cafe - for a quick coffee, snack or chat with friends



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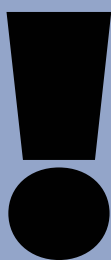


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## ***What should I actually be doing during a Study Period?***



***Studying!*** Spending 4 hours a week in lessons is simply not enough to gain the best grades possible. You must be in the habit of completing work outside the classroom. Independent study could include (but not limited to) the following activities:



***Prep notes, reading around the subject areas, revising key terms, rewriting notes (although try and avoid this)***



***Completing past exam questions and using the mark scheme and examiner reports to check your understanding***



***Using School Facilities/Classrooms to develop practical work. For example Art, Graphics, Photography, Media, Textiles or similar***



***Creating revision items, such as flashcards, mindmaps and revision guides***



***Career Prep - editing your personal statement or CV, researching universities/apprenticeships/colleges***



# Sixth Form Checklist

I have...



made sure my transport is sorted. Applied for a bus pass if required from Dorset or Wiltshire Council, or public bus service



looked into Bursary funding and am aware of the potential money available to help my studies



completed the Summer Tasks for my new subjects from the Sixth Form website



purchased lined paper, folders, dividers and stationery for subjects



given some thought to the enrichment activities I will participate in



read and signed the Student/Parent Sixth Form Agreement



put the results day and first day of term in my diary! (Thurs 20 Aug & Mon 7 Sep)