

BHF

6TH

FORM

Parent and Student Handbook

Sixth Form

2021 to 2022

I have come so that you have life.

Life in all its fullness

John 10:10

**Blessed Hugh Faringdon
Catholic School Sixth Form**



TABLE OF CONTENTS

THE SIXTH FORM CHARTER – A CATHOLIC SCHOOL

What We Expect of Students	4
The Curriculum	5
Independent work and Homework	6
The Sixth Form Study Area and Facilities	6
Study Area	6
Progression from Year 12 to Year 13	7
Tutorial Programme	7
PSHE DAYS.....	7
Information, Advice and Guidance.....	7
Careers Information	7
University Guidance	7
External Examinations	7
Work Experience.....	8
General Information	9
Absence/Attendance	10
Accepted Absences – Notified In Advance.....	10
Acceptable Unforeseen Absences – Sixth Form Should Be Notified On the Day	11
Absences Not Generally Acceptable	11
Holidays during Term Time	11
Information Technology.....	11
Other Useful Information	12
Dates of Sixth Form Importance.....	15
6 th Form Student Learning Agreement.....	16
Course Enrolment and Continuation Policy.....	20
6 th Form Dress Code & Dress Down Friday.....	24
ICT Compliance Form.....	26
Blessed Hugh Faringdon Catholic School Bursary Fund.....	28
Attendance & Punctuality Protocol.....	29
Blessed Hugh Faringdon Scholarship.....	30



IMPORTANT DOCUMENTS FOR STUDENTS 2021 - 22

Page 15 Onwards

Dress Code in Sixth Form

ICT Acceptable Use Policy

Blessed Hugh Faringdon Catholic School Bursary Fund

Learning Agreement and Course Enrolment & Continuation Policy

Attendance & Punctuality Protocol

Hugh Faringdon Scholarship

If you have any other questions regarding Sixth Form please do not hesitate to contact the Head of Sixth Form, Ms H.Jordan at h.jordan@hughfaringdon.org



THE SIXTH FORM CHARTER

Blessed Hugh Faringdon's Sixth Form's prime aim is the provision of high quality, full time, academic courses to meet the needs of young people between the ages of 16 and 19 who live in the Reading area. At the same time, we aim to equip students with the qualifications, skills and personal attributes they need to move successfully and happily into Higher Education, employment and future life.

A Catholic School

Blessed Hugh Faringdon Sixth Form is a Catholic Sixth Form. As a Catholic community, we uphold our gospel values at every juncture of our lives and we expect our Sixth Formers to recognise the importance of them in making our Sixth Form the positive and caring environment it is. Students do not have to be Catholic to come to the Blessed Hugh Faringdon and we actively welcome students of all faiths to study with us. Throughout the year we have a number of important Catholic liturgical dates that may include whole school masses, religious assemblies and speakers of a religious nature. All students are expected to attend these events, even if they themselves are not Catholics.





EXPECTATIONS OF STUDENTS

What We Expect of Students

As well as appreciating student rights and opportunities, it is important that students have a clear understanding of our requirements, which will enable them to make a success of their time with us. We therefore expect that all students will:

- Accept and adhere to the **Student Learning Agreement**.
- Follow the guidelines of the '**Course Enrolment Continuation**' policy.
- Abide by all **Dress Code** guidelines
- **Attendance** should be 96% and above.
- Accept responsibility for their own learning and academic progress with the support of their tutor and subject teachers.
- Complete all set work to their best ability and by the required date, as well as giving appropriate time to background study, wider research and examination revision.
- Attend punctually all designated activities and explain any absences.
- Maintain an acceptable, courteous standard of behaviour at Sixth Form and while engaged in activities associated with the Sixth Form.
- Ensure that their behaviour and attitude never have a detrimental effect on the academic progress of other students.
- Follow the Sixth Form Equal Opportunities Policy with regard to all students, members of staff and Sixth Form visitors.
- Abide by the Sixth Form policies including those on Health and Safety, Illegal Substances, Smoking and Consumption of Alcohol and never knowingly endanger the health and physical wellbeing of others.
- Respect and thus help to maintain the condition of the Sixth Form buildings, property and general environment.
- Abide by any code of conduct issued during a Sixth Form trip or visit.
- Follow any instructions and guidelines issued by the Sixth Form.



THE CURRICULUM

Courses of Study

The timetable runs over a two-week period. Students will be timetabled for their options and study periods for 5 periods a day, which are **compulsory** to attend starting with TUTOR at 8.40am and ending at 3.00pm. Occasionally, it becomes necessary to schedule a period 6 and should this appear on your child's timetable, it will be compulsory. We expect students to be punctual to the morning lessons. We believe that if students maximise their time during the school day it will give them more freedom to pursue extra-curricular interests, work experience and further study outside of the school environment.

Students will have weekly **Extended Project Qualification (EPQ)** lessons. This qualification is an excellent opportunity for students to research and explore a wider topic of interest. We believe students will also learn vital study skills to help prepare them for university and the coursework units of sixth form study. The EPQ is now recognised by many universities and can help towards your application.

School day times from September 2021:

Tutor Time	08:40-09:00
Period 1	09:00-10:00
Period 2	10:00-11:00
Break	11:00-11:20
Period 3	11:20-12:20
Period 4	12:20-13:20
Lunch	13:20-14:00
Period 5	14:00-15:00

Enrichment

There are weekly **PE** lessons and there may be opportunities to take enrichment activities. Students will also need to be self-motivated to join clubs, recreational activities and extra-curricular activities, as they will feature highly on requested references and University applications in the future.

Work Experience. Students in Year 12 and Year 13 will have the option of organising a regular unpaid work experience placement to be included in their weekly timetable, during the Wednesday afternoon Sport/enrichment slot period 5 [or an alternative period 5 you may have as a study period].



Independent work and Homework

Homework will be set by teachers and it is vital that students are diligent and punctual when meeting deadlines. We expect our Sixth Form students to be proactive in their approach to additional studies. All departments provide students with a reading list and useful websites for further study, plus we have a thorough list of resources in our 'super curriculum'. These two years are an opportunity to start exploring topics and interests in more depth, in preparation for life after sixth form.

The Sixth Form Study Area and Facilities

Blessed Hugh Faringdon is proud to provide an excellent study facility for its Sixth Formers to help ensure they have the best chance of achieving the grades needed to move on to the next stage of their careers. There are two purpose designed rooms, plus additional laptops for students use. **All students in the Sixth Form will spend their timetabled study or "non-contact" periods in this area and must agree with the Study Supervisor any variation to the schedule. It is also vital therefore that the Supervisor is notified of absence from school for any reason, to ensure the student is not shown as missing a study period with no known reason.**

GENERAL INFORMATION

Study Area

- The rooms are managed by the 6th Form Study Supervisor and Administrator.
- Attendance to study is monitored and recorded.
- Around 30 PCs are available for student use.
- Laptops are also available for student use in the study area.
- University prospectuses are kept in this area for reference.
- Subject text- books are also housed in these rooms to assist students when needed, along with a range of wider reading books and books on careers, CV writing and similar topics.
- There is one daily newspaper plus The Sunday Times provided, along with a selection of magazines.
- The area has its own dedicated printing and copying facility – see Page 11 for details of how to print.
- General bulk stationery items are provided by the supervisor for student use.
- Noticeboards advertise University Open Days, Jobs, Apprenticeships, and Opportunities for Volunteering, along with Personal notices.

GUIDELINES FOR USE OF STUDY ROOMS

- One room is dedicated as a silent study area.
- The second room is for quiet discussion, if required.
- There is no drink or food allowed in these rooms other than water.
- Chewing gum is also not permitted in this area.
- Mobile phones are not permitted for personal use at any time, other than for music played through earphones.
- As with any subject lesson, students are expected to arrive promptly for an 8.40 start for registration with their tutor. Students should therefore be at their first subject lesson promptly at 9.00am. Any arrival after 9.30am will be marked as un-authorised lateness.



Progression from Year 12 to Year 13

Students now follow 2-year linear courses at A-level and BTEC and progression into year 13 in any course or individual subject area is dependent upon satisfactory progress, attendance, punctuality, behaviour and attainment in the first year. This is also the case for the very small number of students wishing to pursue a third year of study. A student will only follow a 3 A-level or BTEC programme – there is no need to, or requirement to do more than this. **If there are any concerns during a student's academic study we will implement our Course Enrolment Continuation policy to support students to achieve their target grades.**

Tutorial Programme

Every student in the Sixth Form is a member of a tutor group and, as a member of that group, participates in a daily tutorial programme as part of their study. This programme aims to develop students' ability to monitor and improve their own academic progress, to research and plan for moving on after Sixth Form and also to acquire a greater awareness of social, health, international and economic-related issues.

PSHE DAYS

The PSHE programme will be delivered through fortnightly sessions where students will be off timetable focussing exclusively on areas of interest to students aged 16-19. Twice a year the school will host PSHE days designed to give students a wide range of talks, workshops and experiences to help them to develop their sense of self outside of the 'normal' Sixth Form experience. There will be careers advice, apprenticeship opportunities and study skills sessions and motivational talks from a wide range of specialists.

Information, Advice and Guidance

Careers Information

The Sixth Form has a well-resourced study area, which is open for student use before, during and after their time in Sixth Form. Advice and guidance take place in small groups or on a one-to-one basis with the tutor throughout the year. Individual appointments to see a member of the Adviza staff can be made through the school and can often help students to build up an idea of what their next steps might be after education. The school also offers a "Careers" email service that identifies Apprenticeship opportunities, jobs in the local area and suitable work experience opportunities. Mrs Hawkins, who leads on careers, works closely with the 6th Form team and students, particularly in identifying and arranging work experience placements in liaison with EBP.

University Guidance

In Year 12 we have visitors from universities and employers to inform students about the choices they can make in the future. Students are fully supported in their university applications and we help students with their personal statement, application and financial preparations. Our broad range of workshops throughout the Sixth Form enable students to explore and develop the skills they require to be successful at University.

External Examinations

All courses are now 2 years in length and students starting Year 12 in September 2021 will be assessed in the summer of 2023.

We expect students to take a minimum of 3 A-Levels or BTEC equivalent.

Payment for Examinations: Providing that students have attended Sixth Form regularly and worked to the best of their ability, they will take the first sitting of the examinations free of charge. Parents will be notified if attendance and/or work are less than satisfactory and, in some cases, a charge may be made for entry to examinations. It is not Sixth Form policy to charge for the re-sit examinations that students choose to enter.



Work Experience

Students in Year 12 and Year 13 will have the option of organising a regular unpaid work experience placement to be included in their weekly timetable, during the Wednesday afternoon Sport/enrichment slot periods 5 & 6.

When? You can set up a placement for a minimum of 6 weeks but could continue throughout the entire 2 years of Sixth Form. If/when you complete their placement, you will return to sport or study on a Wednesday afternoon as usual. Use your time over the summer holidays to think about what kind of placement you would like to do and start making enquiries.

Who? Any student in the Sixth Form can take this opportunity, but it will depend on your maintaining a high attendance rate (96% or above) and having a positive average effort grade on your reports. This will be checked every term in the attendance reviews.

How? You will be supported in the set-up and running of your placement by the Sixth Form Team and by Mrs Hawkins, in liaison with EBP.

How we can support you

Mrs Hawkins will provide initial training and guidance on making contact with employers (formality, professionalism etc).

Where possible, she will also set up contact with employers who have previously hosted our students so current sixth formers can approach them to ask about WEX opportunities.

We will schedule phone calls and/or visits to your work placements to check things are going well, and both you and your supervisor are satisfied with the arrangement.

Ideas for placements

If you know what career or general field you would like to go into, start by asking around friends and family in a similar field to see what opportunities they might be aware of, or who they know who might be able to help. If you don't know anyone who works in your area of interest, ask Mrs Hawkins if she knows of any employers who have previously provided work experience for our students.

If you are not sure what you want to do as a career, but want to benefit from work experience and develop some transferable skills, you should consider the following:

- Volunteering in a primary school (contact your old school?): communication, challenge, responsibility, initiative.
- Volunteering in a care home (we have a link with Charles Clore Court): resilience, sensitivity, responsibility, compassion, communication
- Volunteering in a charity shop: communication, responsibility, customer service, teamwork.

If you have any questions about work experience, please do not hesitate to ask Ms Jordan, Mrs Hawkins or Mr Eassom.



GENERAL INFORMATION

Pastoral Care in Sixth Form

Form Tutor

The Sixth Form continues to maintain its strong commitment to the support and guidance of the individual student, primarily via the form tutor with the support of the Head of Sixth Form, the Study Supervisor and other senior staff. We wish to work closely with parents to ensure the success and well-being of our students. Where necessary, or where it is in the best interests of the student, the Sixth Form may also draw on the professional experience of external agencies.

School Counselling

Our School Counsellor, Ms Johnson, is available for individual session with students by appointment and she is supported by Mrs Magdziak who meets exclusively with our 6th Form students in need of support.

Communication

Parents: In a complex organisation it is very important that there should be good communication. Parents are kept informed of events in a variety of ways. Other letters may be used to update parents or to inform them of particular events or developments.

If particular problems occur during a student's time in Sixth Form, parents will generally be contacted by telephone or letter as appropriate. The Sixth Form is also increasingly contacting parents by e-mail and we would be pleased to be informed of e-mail addresses for correspondence. Contact details are requested at enrolment and need to be kept updated throughout a students' stay at Sixth Form.

The Sixth Form can be contacted via the main school switchboard on (0118) 957 4730. The Sixth Form also has its own section on the school Website www.hughfaringdon.org/6/, Twitterfeed @BHF6 and Instagram @BHFC6thForm, for specific 6th form news.

GroupCall

GroupCall is the text messaging system that the school uses to communicate with parents and the school will not use this for anything other than critical information such as changes of previously agreed dates, school closures and other important events throughout the year. Furthermore, GroupCall will also be used to communicate with parents on days where a student has not arrived at Sixth Form and no reason has been given for their absence. As with all other forms of contact information it is critical that the mobile phone numbers on our school system are kept up to date.

Part-Time Work

We recognise that many students have part-time jobs and may gain personal and financial benefit from them. However, we strongly recommend that students should not take on more than 8 hours part time work per week during term time periods.

"Sixth Form students who spent more than five hours a week in jobs did less well than expected. Students who worked for more than 15 hours were the worst affected, dropping an equivalent of falling from an expected BBB to CCD". Source: Times Educational Supplement.



Recommended Study Hours

This note is for guidance only as the needs of every student differs where some are able to work within the suggested hours, whereas others need more time.

Three hours a day/night Monday to Thursday inclusive with 6 hours at the weekend is the starting point. Subject Teachers, Ms Jordan and Mr Eassom are on hand to discuss any problems our students might have organising and controlling their study times both in and out of school.

Trips and Visits

A range of educational and recreational visits is offered for which your consent is always required. The Sixth Form will keep costs to a minimum. Parental permission is sought before any trip or visit, regardless of the age of the student, and students are expected to make up any missed work.

ID Badges

Students will be provided with an ID badge when they enrol at Sixth Form. **This badge must be kept and worn at all times.** This is an important safeguarding procedure, and students will not be permitted on to the Sixth Form site without it. If it is lost, stolen or damaged the student must report immediately to the Sixth Form Study Supervisor so that a replacement can be issued. There will be a compulsory administrative cost of £5.00 attached to this as the lanyards and ID badges do cost a significant amount to produce.

Absence/Attendance

All students are expected to attend Sixth Form at 8.40am to 3.00pm every day irrespective of when they have non-contact periods. When a student has a timetabled Period 6 lesson, this will finish at 4.00pm. The first session of the day from 8.40am to 9.00am is the major point of contact for tutors and is the main route used for Sixth Form communications and failure to attend this can result in further sanctions. **Our target attendance for students is 96% and above.**

Sixth form Attendance Privilege: If a student achieves two consecutive half terms of 97% attendance or above, he or she will be entitled to the 6th form attendance privilege, giving permission to be absent from study during a maximum of 4 periods in a week, as agreed with the Study Supervisor.

Absence from Sixth Form, when known in advance, should be notified to the **Study Supervisor**, Mr Eassom. If students are absent we ask the student or their parent to telephone or email the Sixth Form using the main switchboard number (0118) 957 4730 before 9am. Absence must always be explained. Prolonged absence or unexplained absence will involve contact with parents and can result in discontinuation of a student's programme of study. All students are expected to remain on site, all day. If they have permission from the Head of Year, or the Study Supervisor to leave for any reason, they **MUST** sign out in the book located by the Sixth Form entrance and not at the main office.

Absences will be checked regularly and students who fail to attend registration either through absence from Sixth Form or lateness to Sixth Form can expect their parents to be contacted. Further infringements may lead to formal disciplinary procedures being implemented.

Accepted Absences – Notified In Advance

ALL APPOINTMENTS MEANING ABSENCE FROM SCHOOL SHOULD BE BACKED UP BY THE APPROPRIATE NOTE, PHONE CALL OR EMAIL FROM HOME. WITHOUT THIS, ABSENCE MIGHT BE REFUSED.

- Medical appointment which cannot be arranged outside Sixth Form hours.
- Occasional care for a person if student has definite caring responsibilities.
- A religious holiday.



- Visit to University to attend an open day/interview; a career related interview or audition.
- Unwaged work experience placement relative to course.
- Occasional extra-curricular activity giving significant personal achievement, including field trips and visits related to areas of study; sports fixtures and expeditions.
- Attendance at a funeral.
- Severe disruption to transport.
- A driving test.
- A Sixth Form leadership meeting.
- Study Leave.
- Attendance Privilege (see previous page)

Acceptable Unforeseen Absences – Sixth Form Should Be Notified On the Day

- An emergency family situation.
- Transport problems with no alternative solution.
- Isolated short periods of genuine sickness [Up to 3 days with details provided by student or parent, between 3 and 7 days with parental or medical practitioner support.

Absences Not Generally Acceptable

- Holidays.
- Part or Full time work which is not part of the student's programme of study.
- Leisure activities.
- Birthdays or similar celebrations.
- Babysitting younger siblings.
- Shopping.
- Driving Lessons and Theory Tests

Holidays during Term Time

Sixth Form students' programmes are demanding and the time available to prepare for exams is relatively short and students **should not** take holidays during term time. If students require leave of absence during term time for any other reason, this request must be addressed to the Head Teacher and be supported by parents.

Information Technology

Students are free to use the Information Technology facilities in the Sixth Form, between 8.00am and 5.00pm on Monday-Thursday and between 8.00am and 4.00pm on Friday. Students who wish to use ICT facilities outside these times can do so by consulting their tutor. The Sixth Form has a permanent link to the internet, which may be accessed by all computers connected to the Sixth Form Network. Students are free to use this facility for research purposes.

All students will have access to a wealth of subject, careers and wider Sixth Form information through the school website. **It is expected that all students at Blessed Hugh Faringdon Sixth Form check their email regularly as it is a vital tool of communication.**

All students will need to sign an ICT Acceptable Use Policy (AUP) before being granted access to the school network. This AUP will apply when students are both at Blessed Hugh Faringdon and at whilst they are off-site and connected to our network. The full AUP and it is available to view at any time on the Blessed Hugh Faringdon Sixth Form website.

Printing Facilities



- Select Papercut from Office drop-down menu.
- Under Card -ID it will say “show” – please click.
- This will give you your own individual code.
- When going to print you will be asked for the subject code which is generated 3 times a day direct to the 6th Form Study Supervisor. Please just request the code from him.

OTHER USEFUL INFORMATION

Reception

The Reception of the main school is located in the main building and is staffed from 8.30am to 4.00pm. Enquiries can be directed to Reception in person, or by telephone, using the main school number (0118) 957 4730.

Leaving the School Premises

If a student needs to leave the school premises during the day they must first seek permission from Mr Eassom before leaving via our 6th form door and signing out in the in/out book. Students may wish to leave the premises at break or lunchtime to visit local shops but will only be allowed to do so after receipt of a permission slip signed by a parent/carer.

Insurance

Students are covered for accidental injury whilst at Sixth Form or on a Sixth Form sponsored activity. Further cover is automatically taken when a trip is organised. Details of cover are available on request. Students and parents are advised to ensure they have personal insurance arrangements for bikes and other personal property. In addition, students who wish to leave a bike in school are strongly recommended to secure with a D-Lock and park it in the racks near the staff car park entrance. Students are **not permitted** to park cars in the staff car park.

Opening Hours

The Sixth Form buildings are normally open for student access and usage of general facilities from 8.00am until 5.00pm during term time periods. Specialist facilities, such as Technology workshops and Art workshops will only be available outside lesson times by clear arrangement with staff for health and safety reasons. If students need to use Sixth Form facilities outside normal hours, advanced arrangements can be made with staff. During holiday periods students cannot access the Sixth Form buildings or facilities unless specifically pre-arranged.

Sixth Form Student Council

The Sixth Form Leadership Council provides an opportunity for every student to become involved in issues that affect them. The student members of this team are an elected body with representatives from Year 13 whose responsibilities include teaching and learning, organising charity events and social activities, along with championing the needs of their peers.

Catering in Sixth Form

Food and drink are available in the main building. Sixth Formers are permitted to filter into the queue alongside staff and are asked to do so in a sensible manner befitting of their age and status as role models to younger children. Meals and snacks are of a high quality and are good value for money when compared to other local options. Blessed Hugh Faringdon Sixth Form is committed to promoting healthy eating and the food served in the school reflects this. The Sixth Form area has both a Common Room with kitchen facilities and a relaxing room in which to consume food and drink.



Contacting Students

In an emergency, students may be contacted via the school switchboard on (0118) 957 4730. It should be stressed that this provision is made for *emergency use only* and whilst every effort will be made to contact the student as speedily as possible, we cannot guarantee to be able to relay a message. Students are permitted to use mobile phones in the Sixth Form common rooms but cannot use them anywhere else in the main school building or in lessons or study.

Lockers

Lockers are available at Sixth Form for the storage of inexpensive personal property. A charge of £5 is made to cover the two years spent in the Sixth Form, plus a returnable key deposit of £5 is required. Lockers are of light construction and students are advised not to leave expensive items in them. The school cannot be held liable for any theft or loss that takes place.

Security

Students should not leave any items of significant value in lockers and should always ensure that any such items are properly insured. If students do need to bring items of particular value into the Sixth Form they are advised to ask staff to help them arrange safekeeping. Bicycles should be secured with a D lock. All exit doors can be opened from INSIDE, but entrances are limited and students will be provided with an ID badge which will enable entry to the school, in and out of the designated Sixth Form entrance. Should the ID badge be lost or damaged the student must alert the Sixth Form Study Supervisor immediately and will be liable to pay a £5 fee for a new one. All badges must be returned at the end of the student's time at Blessed Hugh Faringdon Sixth Form. Visitors to Sixth Form must complete a signing in procedure at Reception.

First Aid

Students should go to Reception if they are feeling unwell. A member of staff with first aid qualifications will be called to attend them if necessary. All students must sign out when they leave the school site whether for illness or any other purpose. Failure to do so jeopardises the safety of other staff and students in the case of a fire or other emergency. As mentioned, if it is agreed there is a need to go home unwell, you should leave via the Sixth Form entrance unless it is deemed impractical when considering the reason for going home.

Safety Procedures

The Sixth Form has a full set of safety rules and procedures. Students are instructed to follow these rules, and in an emergency to follow the instructions of members of staff. The School Health and Safety policy is issued to all members of staff and is also available to students and parents upon request. In the event of a fire or any other emergency, an alarm will sound and everyone will be asked to leave the building immediately using the nearest exit. Fire and Lockdown practices take place periodically. For a drill or general evacuation the bell is continuous but for a Lockdown situation, it will be intermittent.

Parking

Parents: The Sixth Form is part of the main school and parking availability is very limited. After 3pm cars can generally be parked on site. There will be parking available for Parents' Evenings and Open Evenings. If students are being dropped off or collected from Sixth Form at any time drivers are asked not to enter the staff car park.

Several parking spaces are available within walking distance of the Sixth Form; but please consider the residents of Fawley Road and Aldworth Close and do not stop in any location that would cause traffic stoppages or for cars to become blocked in.



Students: The Sixth Form cannot provide parking for students under any circumstances. Cars that are parked on-site without permission may be clamped and subject to a release payment. However, in the dry summer weather, spaces may be available on the school field, but this is not guaranteed.

Students learning to drive should not arrange for driving lessons to start from within the school premises. We would recommend that pick-up is arranged from Southcote Lane for ease of picking up and dropping off not affecting other vehicles/pedestrians.

Employers and the Local Community

The Sixth Form seeks to make a positive contribution in partnership with the surrounding community, particularly: partner schools; feeder school; residents; local employers; agencies and service providers; local media; local charities and community organisations.

The Sixth Form intends to: encourage students to make a contribution to their community, for example through community service, supporting charities through fund-raising both inside and outside of school or experiences of work.

Smoking

Students are strongly advised not to smoke, as it is very harmful to health. In the interests of hygiene and the health of all, for those who make the choice to smoke, smoking is only permitted out of sight of the main school. Smoking is not otherwise permitted within Sixth Form buildings or any other part of the Blessed Hugh Faringdon Catholic School site.

Exclusion

The Sixth Form is committed to the provision of first-class learning opportunities for all students. It may be necessary, in a very limited number of cases, to exclude a student from the Sixth Form as part of the Sixth Form disciplinary procedure. This would normally follow discussion with student and parents, but the Sixth Form will act in the best interests of all students and staff at the Sixth Form.



IMPORTANT DATES FOR STUDENTS 2021-2022

The following dates are correct at the time of going to press. Students and parents should consult the Sixth Form Website which will always feature the most up-to-date calendar of events. Very important dates are featured in red for your information.

Important 6th Form Dates

- 15th October deadline for early applicants on UCAS

SCHOOL TERM DATES – 2021 – 2022 (School Closed on Inset Days)

Term 1

***INSET Day 1 & 2 - Wednesday 1st & Thursday 2nd September 2021**

Friday 3rd September 2021 to Friday 22nd October 2021

(Holiday Monday 25th October 2021 to Friday 29th October 2021)

Term 2

Monday 1st November 2021 to Friday 17th December 2021

(Holiday Monday 20th December 2021 to Monday 3rd January 2022)

***INSET Day 3 - Friday 10th December 2021**

Term 3

Tuesday 4th January 2022 to Friday 18th February 2022

(Holiday Monday 21st February 2022 to Friday 25th February 2022)

Term 4

Monday 28th February 2022 to Friday 8th April 2022

(Holiday Monday 11th April 2022 to Friday 22nd April 2022)

***INSET Day 4 - Friday 11th March 2022**

Term 5

Monday 25th April 2022 to Friday 27th May 2022

(Holiday Monday 30th May 2022 to Friday 3rd June 2022)

Bank Holiday - Monday 2nd May 2022

Term 6

Monday 6th June 2022 to Wednesday 20th July 2022

***INSET Day 5 - Wednesday 20th July 2022**



6th Form Student Learning Agreement

The aim of the Sixth Form Learning Agreement is to ensure that you achieve your best in your chosen courses and be a positive role model at Blessed Hugh Faringdon Catholic School.

Your Part

A) As a member of a subject group I will:

1. Take an active and positive role in my learning
2. Work hard to achieve at least my Target Grades
3. Attend and be punctual for all my lessons
4. Hand in assignments/coursework/homework by set deadlines and to the highest possible standard
5. Only use the ICT network to support my learning
6. Ask staff for help when necessary, in order to gain the maximum benefit from the support available

Student signature: _____ Date: _____

B) As a member of a Tutor group I will:

1. Attend and be punctual for registration and other appointments with my tutor
2. Attend allocated private study periods
3. Attend the weekly Assembly for my Year Group
4. **Ensure that parent(s)/Carers(s) call 01189 574 730 if I am absent from school**
5. Inform my tutor of any issues affecting my learning including change of contact details
6. Take an active part in the life of the Sixth Form and the school community

Student signature: _____ Date: _____

C) As a member of BHFC Sixth Form I will:

1. Behave in a courteous and polite manner towards every person in the school
2. Respect the Catholic ethos of the school



3. Follow the Sixth Form dress policy at all times - including during exam periods
4. Aim for 96 - 100% attendance record to registration and lessons
5. Not exceed any more than 12 hours paid part time work
6. Take responsibility for my actions
7. Attend all study periods (allocated on my timetable)
8. Wear my ID badge
9. Not smoke in sight of the school site
10. Enroll on the EPQ course and write an extended essay from a specific range of topics

Student signature: _____ Date: _____

D) I understand that failure to adhere to these expectations may result in some or all of the following:

1. My parent(s)/carer(s) will be contacted
2. I may be sent home by a member of the Sixth Form Team
3. Lose 6th form privileges, for example, permission to leave the school premises at break and lunch times.
4. I may be removed from lessons and placed under the supervision of a member of the Sixth Form Team
5. I may be placed on the Course Enrolment Continuation policy
6. Given further sanctions as enforced by the Sixth Form Management Team
7. Be removed from a specific course or withdrawn from an external examination
8. Continuous failure to comply with the expectations of the Sixth Form may result in my place Blessed Hugh Faringdon Catholic School Sixth Form being reviewed.

Student signature: _____ Date: _____

E) To fully support the Sixth Former parents are expected to:

2. Call 01189 574730 to notify the office of any absence
3. Limit the student's number of outside work to 12 hours
4. Attend parents' evenings/academic tutoring days
5. Take interest and support the learning of the Sixth Former
6. Ensure that attendance is between 96% and 100%



7. Ensure that the student attends registration and assemblies
8. Ensure that the student leaves home dressed smartly in line with the dress code and has their ID badge

Parent signature: _____ Date: _____

The Schools Part

A) Your subject teachers will:

1. Provide you with information about courses
2. Mark your work regularly
3. Give you feedback on your progress
4. Inform your Mentor/SFMT/OS of any concerns
5. Contact your parents/carers as required
6. Monitor your attendance to their subject
7. Welcome your views about their subject

Head of Sixth Form:

September 2021

B) Your Tutor will:

1. Monitor your overall progress
2. Take the register daily and monitor your attendance to all lessons
3. Provide advice and guidance on a range of issues
4. Provide enrichment in registration time
5. Talk to staff on your behalf
6. Guide you with UCAS applications and other progression routes.
7. Contact your parents/carers as required
8. Pass on messages from staff



C) You can expect from the Sixth Form:

1. Staff to be polite and to treat you courteously
2. A well-equipped study area to assist you with your studies
3. Access to a wide range of resources within your courses and the LRC
4. A stimulating working environment and good social facilities
5. Advice, guidance and support on a range of issues
6. To be consulted on a range of Sixth Form teaching and other issues
7. Parents/Carers to be contacted if your attendance falls below acceptable levels
8. A Sixth Form Council to represent your views and opinions

Student signature: _____ Date: _____

Parent signature: _____ Date: _____



POST 16 COURSE ENROLMENT AND CONTINUATION (CEC) POLICY

Course Choice and Enrolment

1) Course Choice and Enrolment

1.1 Students must meet the course entry requirements as specified in the Sixth Form prospectus for the year. In exceptional cases, where students do not meet the course entry requirements, but there is objective evidence that demonstrates performance at a level that would indicate potential success, then the Head of Sixth Form can agree entry to the course after consultation with the Headteacher.

1.2 For some courses, students will also need to pass any baseline assessment tasks that are set. This applies to those courses that require a secure understanding of concepts studied at KS4, as these are then rapidly built upon throughout the course, for example: Biology, Chemistry, Physics, Mathematics.

1.3 Students will also be advised on courses by the Sixth Form Management Team. The key purpose is to help students choose the courses where they can succeed and have potential progression routes.

1.4 If students meet the entry criteria, but we believe they will find the ongoing demands of the course too difficult for them to successfully complete the year, the school will raise these concerns and advise against the student starting the course.

1.5 Acceptance onto the first year of a two year course does not guarantee a place on the second year of the course (see below for details of second year entry requirements).

2) Once on the course

You are expected to adhere to the CEC throughout your time in the sixth form.

3.1 Students are required to work within the boundaries and expectations of the school and the Sixth Form. As with any learning environment students will be given every opportunity to succeed and should strive to act on advice given.

3.2 Students' attitude to work, and their performance in interim assessments will be monitored and cause for concern raised.

3.3 Cause for concern would fall into one or more of the following categories:

Poor attitude to learning which may also include attendance issues

Poor progress and attainment (which would include failure to meet deadlines for work as well as assessment outcomes)

3.4 Where there are concerns, there is a three step process of warnings and support that aims to resolve the concerns or conclude that the student will not be successful on the course and that their place on the course should cease. Students will also be given a range of more informal feedback and advice. Please note that there can be exceptional circumstances where discussions about whether it is feasible for a student to continue a



given course needs to take place outside the 3-step process, for example sudden onset of a long term illness.

3.5 The process and involvement of various parties is described in the next section. However, it should be noted that students will have a number of assessments in their first few weeks (as well as later) which they need to pass in order to show that they can be successful. Where students fail to achieve a pass grade in these assessments, they would be given the opportunity to re-sit a similar assessment.

Re-sit opportunities for these interim assessments would automatically equate to Stage 1 of the process. If the student fails to achieve a pass in this second assessment opportunity, they would be judged to be at Step 2 (subject report).

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

Head of Sixth Form: _____ Date: _____



Process:

Stage 1:

Subject teacher

1. Verbal warning from teacher given to student regarding behaviour, effort or attitude to learning. Targets agreed for improvement and a date set for a review.
2. Teacher advises parents of concerns, targets and a review date, copying in the Subject Leader (SL), Head of Sixth Form, tutor and Sixth Form Administrator, by email.
3. If the targets are not met, the student will move on to Stage 2.



Stage 2

Subject Leader, Subject Teacher and Head of Sixth Form

1. A meeting is arranged with parents/carers and student by the Head of 6th Form and Subject Teacher to explain the concerns and outline what the student needs to do to resolve these concerns within a specified time frame.
2. The CEC policy will be explained so that parents/carers are aware of potential future consequences of failure to respond to this warning.
3. Additional monitoring structures may also be put into place. Targets agreed for improvement and a date set for review. An email will be sent to confirm the situation to all parties as listed in Stage 1.
4. If the specific concerns are not resolved by the agreed deadline, the student would move up to Stage 3.



Stage 3

Subject Teacher, Head of Sixth Form, Deputy Headteacher/Headteacher

1. A formal meeting is arranged by the Head of Sixth Form and Deputy Headteacher/Headteacher with the parents/carers and student to discuss ongoing issues.
2. An action plan detailing what must happen to resolve these issues will be drawn up at the meeting with the Subject Leader and Head of Sixth Form. Additional monitoring structures may be put in place and further targets agreed for improvement, plus a date set for a final review.



Parents/carers and student are subsequently invited to the scheduled review meeting of Stage 3. Possible outcomes are:

1. Concerns raised in Stage 3 **have been rectified**. The review meeting will agree either:
 - a) No further monitoring is required unless concerns are raised again and a “clean slate” is established.
 - b) Should concerns re-emerge in the future, then the process would start from Step 3.
2. Concerns raised in Stage 3 **have been partially rectified**, and there is sufficient improvement for the student not to be removed from the course. However, the student will remain at Stage 3 for a further period of review with an amended action plan.
3. Concerns raised in Stage 3 **have continued**. The student will therefore be moved to Stage 4.
4. All parties as before notified of action plus Deputy Head/Headteacher



Stage 4

Subject Leader, Line manager and Head of Sixth Form

1. Letter sent home from the Head of Sixth Form - Where the issues raised in Step 3 are not resolved, or other concerns arise, then a further letter will be sent confirming the current situation and inviting the parents/carers and student in for a meeting on future options. This CEC policy will be enclosed again.
2. Parent and student meeting- subject leader, Line manager and Head of Sixth form present.

The student will be monitored through a subject report or year report as appropriate and a final review date set.

Parents/carers and student are subsequently invited to the scheduled review meeting of Step 4. **Possible outcomes are:**

1. Concerns raised in Step 4 **have been rectified**. Should concerns re-emerge in the future, then the process would start from Stage 3.
2. Concerns raised in Step 4 **have been partially rectified**, and there is sufficient improvement for the student to remain at Step 4 for a further period of review.



3. Concerns raised in Step 4 **have continued**. The student will therefore be removed from the course. Parents should also be informed that students without a viable programme will be unable to remain on roll and will be removed from the school.

SIXTH FORM DRESS CODE

At Blessed Hugh Faringdon Sixth Form we believe that all the students should take pride in their appearance: smart attire conveys positive feelings in terms of commitment and attitude to work. It also enables students to show that they fully embrace our school ethos.

Sixth Form students are role models for younger students and should show pride in being so. We are counting on Sixth Form students to encourage a positive attitude among younger members of the school.

Boys	Girls
<ul style="list-style-type: none">• Suit Jacket – worn to and from lessons and in corridors.• Collared shirt• Tailored trousers• Tie• Formal footwear, leather shoes	<ul style="list-style-type: none">• Suit jacket – worn to and from lessons and in corridors• Smart dress or skirt - knee length• Smart trousers – no vivid patterns or colours• Smart top or blouse• Formal footwear, leather shoes.

Earrings, nose rings, piercings of any kind are not permissible other than a simple small stud (one in each ear)

Please also note that the school strictly prohibits the displaying of any tattoo. If you have one, it must be covered at all times

What not to wear

- No denim style or leather clothing (any colour) - Jacket, jeans, coats, shirts, trousers
- No hoodies
- No T-shirts
- Leggings unless underneath a dress or skirt
- Sports-clothing including caps and hats
- Shorts / Playsuits
- Low cut tops or tops displaying midriff or having thin shoulder strap
- No clothing with slogans, messages, logos or motifs
- Trainers, converse, Dr Martins style boots, flip flops, espadrilles
- Open-toe shoes



Students who dress inappropriately will be asked to rectify immediately and sent home to change if necessary. Parents will be contacted as applicable. Any flouting of these rules will be covered under the 6th form Learning Agreement.

This dress code is for guidance. Suitability of clothing will be at the discretion of the Head Teacher, Deputy Head and the Head of 6th Form

Dress Down Friday

After the first half-term break in October, Dress Down Friday may be introduced across the Sixth Form if a high standard of dress has been established by students in the first half term. This means that Sixth Form Dress Code will not be required on Fridays, but students are asked to wear appropriate casual clothing (see advice below). Dress code is still required by all sixth form students from Monday-Thursday and the continuation of Dress Down Friday is dependent on a good standard of dress through the week.

Example 'Casual Friday' corporate advice:

Clothing that bares your midriff or underwear is never appropriate.

Many places of work have a safety policy that dictates no flip-flops, and this includes casual Friday.

Jeans with holes take away from your professionalism. Even if they were ripped with intention, they're still not appropriate for the workplace.

Leggings and skin-tight stretchy pants with a short top are never appropriate for an office, so don't wear them.

Gym clothes or sweatpants are too casual for work and should only be worn when assisting or taking part in sporting events.

Pyjama pants and tops are comfortable, but they shouldn't even be worn outside the house.

Clothes with statements or symbols should be treated with caution. You never know when a saying will offend someone, and you need to consider the feelings of those you work with.

Never wear revealing clothing made with thin fabric or with plunging necklines.

Never wear short-shorts or any type of bottoms that are too tight.

If your company has policies against visible tattoos and body piercings, casual Friday is not the time to expose them. Continue to cover them according to the rules in the employee handbook.



SIXTH FORM ICT - ACCEPTABLE USE POLICY

The school's ICT systems and network cannot be regarded as private, and they should be used primarily for school purpose. All ICT activities must conform to the norms of moral decency and not contravene ICT or other relevant legislation. If you are found to have contravened any of the requirements, then you may face exclusion. You are aware that the school ICT system is monitored, and as such your use of ICT resources could be recorded. Should you see, or visit ICT material that is inappropriate, you must report this to your teacher and the ICT support team immediately.

Student Declaration

When using ICT equipment, I will not:

- Corrupt, interfere with or destroy any other user's information
- Release any personal details of any student over the Internet
- Use the school internet access for business, profit, advertising or political purposes
- Use food and drink in close proximity to ICT equipment in case of spillages
- Engage in any activity which might compromise the security of the school network
- Knowingly store copyright material in any location on the ICT network
- Knowingly upload games, music, videos, viruses or any other harmful product onto the network
- Leave any ICT workstation in an untidy condition (i.e. I will leave it as I would wish to use it).

When using e-mail, I will:

- Observe 'netiquette' on all occasions. E-mail should not be considered a private medium of communication and great care should always be taken over content, because of the possibility of public scrutiny
- Not include offensive or abusive language in my messages nor any language which could be considered defamatory, obscene, menacing or illegal
- Not use language that could be calculated to incite hatred against any ethnic, religious or other minority
- Make sure that nothing in messages could be interpreted as libellous or infringe child protection
- Not send any message which is likely to cause annoyance, inconvenience or needless anxiety
- Not send any unsolicited promotional or advertising material nor any chain letters or pyramid selling schemes
- Only CC recipients where necessary

When using the Internet, I will:

- Watch for accidental access to inappropriate materials and report any offending site so that action can be taken
- Check copyright before publishing any work and ensure that any necessary permissions are obtained
- Ensure that the school's photo policy is strictly adhered to
- Report any breaches of the Acceptable Use Policy
- Not use the internet irresponsibly during study periods when other students are working responsibly
- Students will not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures. Students will never arrange a face-to-face meeting with someone they know only through emails or the internet.
- Students will only have access to chat rooms, discussion forum, messaging systems or other electronic forum that have been approved by the school. Where they are approved, they may only be used for educational purposes. Usernames will be used to avoid disclosure of identity. Face-to-face meetings with someone organised via Internet chat rooms is forbidden.



Personal devices

Students can use their own technology in school, such as laptops, mobile phones, MP3 player/iPod, but are unauthorised taking images with a camera, still or moving, and will be in direct breach of the school's acceptable use policy. Students may use memory sticks but inappropriate images or text found on these drives will be considered a violation. No attempt should be made to connect these devices to the school wired network. Laptops may only be connected via the 6th form wireless solution with permission.

Sanctions

Failure to comply with the terms of this Acceptable Use Policy may result in written warnings, withdrawal of access privileges, detentions and in extreme cases, temporary or permanent exclusion from the school. The school also reserves the right to report any illegal activities to the appropriate authorities.

Signed (Student) _____

Print Name _____

Date _____



FINANCIAL SUPPORT

Blessed Hugh Faringdon Catholic School Bursary Fund

What is the 16-19 Bursary Fund?

The Government has set aside some money for schools, to allocate to young people who need financial support to stay on in further education or training. This is called the 16-19 Bursary Fund.

It could help you with any education-related costs that may arise during the school year, including essentials like a meal during the day or transport to your school. Or you might need extra help to buy books, clothing or equipment for your course, or for educational visits.

Who can apply?

To apply for a bursary, you must be at least 16 and under 19 years old at 31/08/2022.

How much will I get? There are two types of bursaries:

Vulnerable student bursary

You could receive up to £1,200 if you are in or have recently been in the care of the Local Authority or receive benefits in your own right.

Discretionary Bursary (three levels of award up to £550)

The Discretionary Bursary is allocated to students who need support to overcome financial barriers that might prevent them continuing in full time education. This Bursary is for students whose families are in receipt of a qualifying benefit.

What can the money be spent on?

The money is for the books, exam fees, transport or other course-related costs needed to help a young person stay in education, including essentials like a meal during the day or transport to your school. Or you might need extra help to buy books, clothing or equipment for your course, or pay for educational visits.

How will the Bursary be paid to me?

This will depend on the financial assistance requested. If you need help with transport, educational equipment, school visits then the school will arrange these payments on your behalf i.e. for transport a bus pass will be purchased by the school for your use. Any remaining balance will be paid to you by cheque (currently or possibly by direct transfer) in three instalments.

Where Bursary payments are to be made to a bank account, they can only be made to the student's bank account.

How do I apply?

You should apply by completing the form available on the web site or from the sixth form study centre. The completed form and any evidence should be returned to Mrs A. McDonnell, School Business Manager by 1st October 2021. If circumstances change during the year you may submit a late application. Remember to include the evidence to support your application. All evidence will be treated with strictest confidence.

IMPORTANT NOTE:

Eligible young people will need to complete a qualifying learning period of 6 weeks before they are able to receive Bursary payments.

Can my school tell me what to spend my Bursary on?

Yes, your bursary is to help pay for things you really need to stay on at a school. The school can insist that your Bursary is spent on travel costs, meals during the day, or equipment for your course.

Can my school stop my payments if I don't attend or if I get poor learning scores?

Yes, the school has set conditions on your Bursary – payment of the Bursary is dependent upon your attendance, achievement and attitude. If there are concerns with any of these conditions then the school will stop your Bursary payment(s).



ATTENDANCE PROTOCOL

Attendance is reviewed every week by tutors and every term by the Head of Sixth Form.

In weekly tutor reviews, students under 96% attendance discuss absences with their tutor and any action or support needed.

In attendance reviews, students may receive a letter awarding them Attendance Privilege (after 2 consecutive half terms of 97% average attendance) OR a letter highlighting low attendance and advising actions.

If a student's attendance does not improve between termly attendance reviews, they will be asked to attend a meeting with their parents and the Head of Sixth Form to discuss the causes of absence and to put in place support to improve attendance.

In extreme cases of long-term absence, reoccurring absences or dramatically reduced attendance, students will be asked to attend a meeting with their parents, the Head of Sixth Form and a member of SLT to discuss causes for absence and implications for the student's studies and the continuation of their courses.

Students and parents need to be aware of the importance of good attendance for academic progress, and the possible consequences of poor attendance – being unable to complete a course and having to repeat or recommence studies at another centre.

PUNCTUALITY PROTOCOL

As a whole-school policy, students are given a 30-minute detention on any day that they arrive in school late. This policy includes the Sixth Form. Late detentions are held at an appropriate time agreed with Mr Eassom and Ms Jordan. If a student does not attend the late detention, they will be given a 60-minute detention the following day.

Punctuality is reviewed by the Head of Sixth Form every term as part of the Attendance Review. Procedures and consequences are as above.



THE FARINGDON SCHOLARSHIP

An Academic Scholarship to prepare students for University

Who can apply for a Faringdon Scholarship?

Students from Blessed Hugh Faringdon school and Year 11 from other schools are able to apply for a Scholarship supported by the school.

The Gold Award*

Scholars will be awarded a bursary of **£400** which will be paid in December of Year 12.

This award requires a minimum point score of 63 at GCSE gained across a maximum of 8 subjects. **For BHFCS students, the grade for RE must be a 7 or above.**

The Silver Award*

Scholars will be awarded a bursary of **£300** which will be paid in December of Year 12.

This award requires a minimum point score of 56 at GCSE gained across a maximum of 8 subjects. **For BHFCS students, the grade for RE must be a 7 or above.**



NOTES PAGE