



SHAPWICK SCHOOL

SIXTH FORM

6TH FORM HANDBOOK 2018-19

January 2019 version



Helping you aim high!



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Mission Statement:

Moving into the Sixth Form is a defining moment. It marks a clear transition and it brings with it a changed status and an acknowledgement that students are regarded as young adults within Shapwick School. The Shapwick Sixth Form programme is built upon a strong partnership with Bridgwater & Taunton College and Strode College. It is designed to enable students to have supported access to a college course. It will also facilitate the social and pastoral aspects of life at a typically lively college. The programme has evolved over a number of years and now contains the key elements for a student with specific learning difficulties to develop academic and social skills and to enable independence.

Shapwick Sixth Form aims to put learning in its broadest sense at the heart of what we do – developing Shapwick Sixth Form as a place in which students enjoy learning, are supported when faced with challenges and achieve their full potential. Underpinning this aim is the quality and experience of Shapwick School staff providing support and structure for students' academic, pastoral and social needs. In short, we are nurturing strengths whilst supporting weaknesses. When students leave the programme they should be an effective independent learner able to either obtain work commensurate with their abilities or, to proceed further in Higher Education.



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Objectives:

1. To obtain national qualifications as offered by Bridgwater & Taunton College, Strode College and Shapwick School.
2. To take part in the social and pastoral environment of Shapwick School, Strode College and Bridgwater & Taunton College.
3. To access individual support supplied by Shapwick School.
4. To access the relevant parts of the National Curriculum at Shapwick School.
5. To promote and to take part in social activities at Shapwick School.
6. To be role models for the younger students at Shapwick School.
7. To take part in the social and formal events of Shapwick School.
8. To abide by school regulations.
9. To act in a safe and honest manner.
10. To act as ambassadors for Shapwick School.

CONDUCT

Sixth Form students will be expected to exercise common-sense and maturity at all times. As senior pupils attached to Shapwick School they have a clear role to play as models for the younger pupils and as representatives of the school. Behaviour is expected to be in line with the school Behaviour Policy and will be subject to 6th Form sanctions as below.

- **Verbal warning from 6th Form staff team**
- **Formal warning from Senior Leadership Team and notification to parent/guardian**
- **Fixed term exclusion**

See School Behaviour Policy on school website for full details.

APPEARANCE

Dress Code (in school):

The items below apply to full days and Saturday morning spent in school. A Sixth Form student's appearance should be in accordance with their position and status in the school.

Boys	Girls
<p>Dark jacket and trousers or suit. Dark V-necked jumper Tie – plain or muted pattern. Shirt – plain in subdued colours or white: no extremes Socks – black or grey Shoes – black or brown, formal style: must be capable of being polished.</p> 	<p>Dark suit or formal skirt with jacket/trousers with jacket Blouse or jumper – not garish or loudly patterned, or low cut. Skirt length between mid-thigh and ankle Formal shoes to be worn with suitable socks or tights, bare legs are not acceptable. Shoe heel height not to exceed 2½"</p> 

If in any doubt about suitability of any item of clothing, please check with the school **before** you purchase.

Please be aware that appropriate, professional clothing is expected at all times. The decision as to what is, and is not, acceptable, appropriate or decent, will rest with the Sixth Form Team

Jewellery:

Jewellery, which is tasteful and within reason may be worn. If a student has body piercings, other than a single piercing in the lobe of each ear, the piercing must not be visible when on site or in view of younger students. Tattoos and ear plugs/tunnels, (for stretching), are not permitted.

Hair:

Only **natural** hair colours will be accepted. Hair is expected to be conventional in style and length.

Extremes of any of the above will result in a request for correction or attract the same course of action as that for younger students (as identified in the Beginning of Term Letter to parents).

PROVISION AND ARRANGEMENTS

Induction

During July year 11 transition days and all students in September workshops will be provided in vital skills for their time in the Sixth Form. These will cover areas such as organisational strategies, referencing and writing bibliographies and the use of assistive technology.

Signing In & Out:

Students are expected to sign in and out whether in college or Shapwick. This is a vital Health & Safety requirement.

Timetable:

The timetabling of tuition for the college courses is defined, naturally, by the college course co-ordinators. During periods of non-contact time with their college tutors the students are expected to avail themselves of the college facilities and carry out private study.

Support Network – School & College:

Shapwick 6th Form offers individual support in numeracy, literacy, speech and language, occupational therapy and any other identified needs. Shapwick liaises closely with the college in order that the specific areas of need may be identified so that help may be offered with college assignments etc. Shapwick tries to be as flexible as possible in the timetabling of its support so that it may accommodate the needs of the students.

Shapwick School places student support at Strode College and Bridgwater & Taunton, if there is an identified additional student need. Leadership will decide whether this is appropriate for each individual student in accordance with the college partnership agreement. In addition there are Student Welfare hubs within both colleges to provide pastoral assistance.

Sixth Form Student Co-ordinator Groups:

All students will be allocated a Sixth Form Student Co-ordinator who will liaise

closely with them and their college tutors to ensure they are successful in their chosen course. The co-ordinator's role will include pastoral and academic support and should be considered the first port of call for students, parents and college tutors. Co-ordinator groups will be finalised in September when all permanent college timetables have been issued.

Travel to and from College:

Travel to and from college is by Shapwick minibus. There is a scheduled morning pick up from The Manor at 8.30am. Students have varied pick up times in accordance with individual timetables. There is a public bus which students use on occasions. Further, students are, when necessary, returned to Shapwick at additional times in order to fulfil Maths, English and therapy sessions. Budget for transport and lunch will be provided to the students on a weekly basis, usually on a Saturday morning; this will be calculated individually based on the student's requirements, allowing for bus fares and £5 lunch provision.

Social life / travel facilities:

It is anticipated that at some stage the students will be invited to college functions outside normal college hours (social events, concerts, awards ceremonies etc). They may also be required to travel to outside exhibitions or events. The students may also wish to go out after college; for example, the cinema.

The School recommends the use of the following taxi services:

Chequer Cabs	01278 425858
Streetax	01458 443322

Students will not be able to attend college parties mid-week

Sixth Form Work Room and Study Room:

The workroom facility is provided as an area where students can work on assignments and where support may be accessed. The study area has laptops and printers for student use. They are able to access the school network, photocopier and also access their workspace at college via the remote desktop connection. The Workroom is used as a quiet workspace for students to undertake their own personal learning.

Sporting Activities:

Students may join in Year 11 Sports enrichment sessions in a leadership role on

a Wednesday afternoon if their college timetable allows. They may on occasion also join in school and house team fixtures if their college timetable means they are present at school during the fixture time in addition to being up to date with college and school work. All students will be encouraged to pursue some sporting activity at college or outside of school. The Sixth Form may also join in other outdoor school activities such as water sports, climbing, caving etc. as long as appropriate transport arrangements are made in advance and the relevant staff consulted. Students are allowed to visit the college gym, local sports centres and swimming pools.

They are also welcome to undergo trials for participation in the college sports academies.

Therapy: • Speech and Language Therapy • Occupational Therapy

Therapy provision continues into the Sixth Form and it is the expectation that pupils who have attended for either or both therapies will still attend sessions as before. Any change to this will require the term's notice due unless therapy is ceased on the recommendation of the therapist and by agreement with parents. Therapy will be reduced over the 6th Form career plan.

Concessions:

Shapwick School continue arrangement responsibility for provision of 6th Form student's test and examination concessions. Valid Shapwick School concession arrangements carry forward into 6th Form for examination arrangements sat at school. Renewal of concession testing is completed by Anne Baker, Shapwick School Special Educational Needs Co-Ordinator. Anne Baker is also responsible for re-testing of Bridgwater and Taunton College students in order that 6th Form continues to make arrangements for concessions to be accessed by these students.

Shapwick School commissions Strode College to test for concession agreements of Strode based 6th Form students, however, once again 6th Form book and arrange for concessions and exam scribes to be applied.

Driving:

During their time in sixth form students are supported to apply for their provisional driving license and have the opportunity to build their driving skills in advance of formal driving lessons; driving lessons can be arranged through 6th Form co-ordinators. Students are encouraged to make use of the vehicle maintenance sessions and informal practical driving sessions at nearby Weston-Zoyland Airfield, offered by timetabled allocation with the Shapwick driving team. This facility offers students the valuable opportunity of discussing signs and driving awareness when out on the roads, practical driving sessions covering; reversing, changing gears, driving around cones, emergency stop

procedures and mirror-signal-manoeuve practise. Students will be encouraged to make use of a range of on-line driving theory tutorage and mock tests in preparation for driving theory using The Highway Code. When ready, with parental permission, formal driving lessons can be booked and attended during school (not college) timetabled hours, with the proviso that students falling behind in their studies may be expected to forego driving lessons in order to catch up their work.

6th Form social activities and trips

There are various activities that students attend through the year as part of their college course or social activities that students arrange themselves. This is encouraged to develop the student's independent skills. These costs will be billed to student's accounts over the year.

6th Form Work Placement, Voluntary Placement, Part-time Employment

Students may wish to take a part-time job during their years in 6th Form. This is to be encouraged with awareness of the necessity to carefully balance learning commitment with employment hours available. Students should carefully consider and discuss their options with parents and student coordinators to ensure they are able to manage the addition of a working obligation.

Many students take part in voluntary work placement settings either as part of their vocational course or in addition to their studies. This provides a colourful extension to their growing skill base and certainly adds to a student's CV and personal statement profile, identifying high aspiration, employability, effective communication, self-confidence and community value.

Coordinators work with students to explore and identify a suitable opportunity for work experience within their timetable.

Employment or external work experience should not exceed 10 hours per week.

Commitment and expectation of students:

During their time in sixth form, it is compulsory for students to attend Saturday school. This is an important part of their time here and provides opportunity for them to catch up with work, meet with their co-ordinator on a 1:1 basis and participate fully in sixth form enrichment and assemblies, including subject matter such as career development, pathways and destination work, cultural and international current world affairs and political interest debate, PSHE curricular topics, CV and personal statement planning sessions, academic, motivational guest speakers.

It is also imperative for students to make the most of the support structure available to them, both at college and in the workroom. 1:1 college and co-ordinator support will be planned into all student's weekly timetables early in the Autumn term following receipt of college facetime teaching schedules.

During occasional planned college closure days, students are expected to study and access support at Shapwick.

The 6th Form working day begins at 8.30am and finishes at 5.00pm, including Fridays of pre exam weekends and half term/holiday weekends, unless by prior agreement with both the college and Shapwick co-ordinators (absence may occasionally be permitted to necessitate travel arrangement). Authorised absence must be requested through the Head Teacher, Mrs Lush.

Equipment needs

Students are expected to return in September equipped for college with personal stationery, notebooks, memory stick, personalised ringbinder, personalised lever arch file, completed and signed contracts, work placement booklet and homework project submission.

Additionally, students will be advised by their course tutor of subject specific uniform or equipment required to access their individual courses.



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Boarding Life

Bedtimes:

Under normal circumstances the students will be expected to be in their rooms by 10.30 pm. Weekends are as specified by the Houseparent. The use of a bedside lamp is acceptable provided others in the dormitory are not disturbed. If a late bedtime affects the student's ability to get up and function at college adequately, an earlier bedtime will be advised until the problem is overcome.

Curfew:

Students will be expected to be in their boarding houses by 10.00 pm or as advised by the Houseparent. Any other arrangements will be at the Houseparents' discretion. Sixth Form students are expected to return to their Boarding Houses after supper.

If a student wishes to stay out overnight, permission needs to be obtained from the parents, with the Houseparents' knowledge. The address and telephone number of the student's whereabouts is to be left with the House Parents in case there is any need for contact (**this is in addition** to any mobile phone number already given to staff). Students are required to notify the kitchen staff if they will be missing at mealtimes.

Mobile phones:

Sixth Form students are required to have a mobile phone in order that Shapwick or College may contact them. It is important that students ensure their phones are switched on at all times while away from the boarding house or school. The EE Network currently works best in this area.

Mobile phones are only allowed to be used on site in the Sixth Form Centre or at the Boarding Houses. Use anywhere else may result in confiscation and contact with parents.

At college, phones are not to be used in tutorial sessions unless under the specific direction of the tutor to do so. Again all phones should be left on during the day, (silent in lessons), so that students may be contacted in cases of emergency.

Weekly boarders / day pupils:

The Sixth Form timetable is organised to include Saturday morning tutorials, group teaching, assemblies and visiting speakers to Shapwick. With the exception of exeats and half-term weekends, it is **imperative** that students attend these structured sessions. Boarding students may, with the House Parents' permission, leave at lunchtime on Saturday. The School's Disciplinary Code of Practice may be applied to any student who does not comply with this requirement.

Personal money/finances:

Lunch money of £5.00 per day and bus money commensurate with journey will be issued to the students for college days. Students are expected to have an appropriate allowance to cover unforeseen circumstances. It is recommended that the student's parents lodge such an allowance with the House Parents or pay it into a bank account. Students should always carry some money with them for contingency purposes. Clearly, larger sums of money should NOT be kept by students in their dorms, but should be handed to the House Parents for safe keeping.

Policies concerning Sixth Form Students**Smoking:**

Students are reminded that Shapwick has a non-smoking policy. Students will not be allowed to smoke on school premises or in front of other pupils; this extends to off-site visits when younger pupils are present.

Drinking:

The consumption of alcohol is forbidden at Shapwick.

2018/2019 Strode College Holidays and Term Dates

Term / Holiday	First Day	Last Day
Autumn Term Dates	Monday 3 September, 2018	Thursday 18 October, 2018
Autumn Half Term	Friday 19 October, 2018	Sunday 29 October, 2017
Autumn Term Dates	Monday 30 October, 2017	Friday 21 December, 2018
Christmas Holidays	Saturday 22 December, 2018	Sunday 6 January, 2019
Spring Term Dates	Monday 7 January, 2019	Friday 15 February, 2019
Spring Half Term	Saturday 16 February, 2019	Saturday 23 February, 2019
Spring Term Dates	Sunday 24 February, 2019	Friday 5 April, 2019
Easter Holidays	Saturday 6 April, 2019	Sunday 8 April, 2018
Summer Term Dates	Monday 9 April, 2018	Friday 24 May, 2019
Summer Half Term	Saturday 25 May, 2019	Sunday 2 June, 2019
Summer Term Dates	Monday 3 June, 2019	Thursday 25 July, 2019
Summer Holidays	Friday 26 July, 2019	

Bridgwater and Taunton College Term Dates 2018/19

2018/19 Academic Year

Autumn Term

First Half: Mon 3 Sept – Fri 26 Oct 2018 (7 weeks)

(HE students start Mon 17 Sept)

Half Term: Mon 29 Oct – Fri 2 Nov 2018

Second Half: Mon 5 Nov – Thur 20 Dec 2018 (6 weeks)

Spring Term

First Half: Mon 7 Jan – Fri 15 Feb 2019 (6 weeks)

Half Term: Mon 18 Feb – Fri 22 Feb 2019

Second Half: Mon 25 Feb – Fri 5 April 2019 (6 weeks)

Summer Term

First Half: Tues 23 Apr – Fri 24 May 2019 (6 weeks)

Half Term: Mon 27 May – Fri 31 May 2019

Second Half: Mon 3 Jun – Fri 28 Jun 2019 (4 weeks)

(HE students finish Fri 21 Jun)

Shapwick School Term Dates

Please refer to Shapwick School website for term/holiday and exeat dates

Parental Communication

The 6th Form team welcome parental and carer communication at all times. Please feel free to make contact with your student's Co-ordinator by email or telephone at any point of query, large or small, or simply to say hello and see how things are going! If you would like to arrange a formal appointment at any time, please make a mutually convenient time with your student's 6th Form Co-ordinator.

The 6th Form Centre and a member of the team will always be available on the Friday afternoon of exeat and holiday pick-ups. We would love to see you.

6th Form reporting structure

The 6th Form reporting structure is now in line with school procedure of IEP and progress reports with the addition of a brief mid-half term progress report from the student's 6th Form Co-ordinator and a yearly college report in February 2019.

Student Co-ordinators are in regular communication with college course teaching staff from the onset, in September 2018, through to course completion in June 2019. The 6th Form staff team are available to report to parents at any point during the year.

6th Form News

6th Form produce a 6th Form Newsletter which is emailed directly to parents and carers of 6th Form students. The newsletter is also posted on the Shapwick School website for the interest of parents of the lower school pupils.



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Address by Senior Leadership Team

Welcome back to a new academic year! Whether you are in Year 12 or in Year 13, 14 or 15, this is an important year for you. In Year 12 you are laying important foundations and learning how to study in new ways. If you are in Year 13 or above, you already know what you have to do to succeed and for you this time is about producing your best, and also about applying for university or employment. Shapwick Sixth Form is a happy and vibrant community within which you have a duty to lead and be a role model to the rest of the school. We will succeed in these important tasks by helping each other, so join in and be a part of the winning team.

To enter or continue into the Sixth Form you must sign the Sixth Form contract, but please do not consider this a one way process. For my part and on behalf of my team we promise to do the following to the best of our ability:

- To provide you with an excellent learning environment that is conducive to effective study
- To support you in making choices about your future
- To help you in your personal development

Have a great year!



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Sixth Form Contract

This contract is binding.

You need to make sure that all the requirements below are followed.
Otherwise you could be asked to leave Sixth Form.

All students **must**:

- Respond to all instructions and requirements made by staff in a positive and co-operative way, and to undertake to contribute to the wider life of the Sixth Form and school as a whole
- Attend promptly all study periods at Shapwick, college lectures, or other academic or pastoral session, unless given specific authority not to do so
- Pursue their academic studies to the best of their ability in line with targets set by staff
- Access the support provided by the Sixth Form Team
- Treat all persons and property within Shapwick and College with respect
- Dress appropriately in accordance with the Sixth Form dress code
- Uphold the good name of Shapwick at all times

Do not sign this contract unless you are prepared to be held to its conditions.

Pupil's signature:.....Date:.....

Parent's signature:.....Date:.....

Co-ordinator's signature:.....Date:.....



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Responsible ICT/Internet Use Contract

All students are encouraged to make full use of the ICT and Internet resources available at Shapwick. For everyone's protection Shapwick must insist that students agree to the following in order to use the computer system.

Students must:

- Use the internet solely for school or college work and other uses approved by staff.
- Respect and acknowledge copyright and intellectual property rights.
- Use equipment and printer resources only for school or college work and other related work approved by staff.
- Report any accidental damage or faults immediately to a member of staff.
- Change their password immediately if they think someone knows it.

Students must not:

- Use user names or passwords belonging to others.
- Disclose their username and password to others.
- Attempt to alter, copy or delete work belonging to others.
- Attempt to bypass or hack through any of the network security functions.
- Access, obtain, store, install, copy or distribute any material that is pornographic, racial, obscene, abusive, and unlawful or otherwise deemed inappropriate by Shapwick.
- Engage in Internet chat room activities or chain letters.
- Use the Internet for commercial purposes such as buying or selling of goods.
- Attempt to install any executable programmes and files such as games, screensavers, and backgrounds.
- Attempt to steal, move, dismantle, disconnect, cause damage or change the configuration of equipment.
- Deliberately waste computer resources including paper, ink and toner.
- Under no circumstances should students use any form of ICT to instigate or participate in bullying of the other students or bring into disrepute the school, or any member of school staff.

Violations of any of the above will result in a sequence of escalating sanctions beginning with a polite reprimand and progressing to parental involvement and an interview with a member of the Senior Leadership Team. Shapwick in line with

current procedures may take additional action and where appropriate the police may be involved or other legal action taken. Shapwick exercises its right by electronic means to monitor the use of the computer system including web sites, e-mails and student files.

Responsible ICT/Internet Use Contract

Parental Reply Slip

This form should be returned to the School Reception as soon as possible.

No access will be permitted to the school's Network, until this form is signed.

I have read and understood the ICT/Internet Use Contract and agree to uphold its requirements at all times.

Student's Name:

Student's signature:

I have read and discussed the ICT/Internet Use Contract with my son and agree to be held jointly responsible for their use of ICT and the Internet at Shapwick.

Parent's Name:

Parent's signature:



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Parental Driving Agreement

Student Name:

Date:

Course:

Shapwick Student Co-ordinator:

Dear Parent

Your signature of approval is required for _____ to participate in:

- Driving maintenance sessions with the Shapwick School driving team
- Driving practical sessions with the Shapwick School driving team
- Driving lessons for which an obligation of payment (currently £24 per hour session and liable to change) is agreed and understood will be paid in advance directly to the driving school
- Provisional license application may be made for which I agree to payment of £34 for an online application or by post £43.

(delete as appropriate)

Signed:

.....

Relationship to:

.....

Dated:

.....



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What to bring 1st week returning to 6th Form:

- Signed and completed **Shapwick 6th Form Agreement Contract**
- Signed and completed **Shapwick ICT/Internet Use Contract**
- Signed and completed **Shapwick Parental Driving Agreement Contract (to those applicable)**
- Signed and completed **COLLEGE Medical Disclosure Form (to those applicable)**
- Proof of Identity for **COLLEGE** enrolment (to those applicable)
- Personal laptop if available
- Personal stationery equipment (see previous list)
- Personal diary
- Laptop back up tools - USB memory stick or external hard drive
- Correct uniform
- Holiday homework submission!
- **MOST IMPORTANTLY! Attitude for personal learning, commitment and endeavour!**