



# SHAPWICK SCHOOL

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## SIXTH FORM



Helping you aim high!  
Sixth Form Handbook



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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 and Strode College. It is designed to enable students to have a 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 and Strode College.
2. To take part in the social and pastoral environment of Strode and Bridgwater 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 the School.
7. To take part in social and formal events of the School.
8. To abide by School regulations.
9. To act in a safe and honest manner.
10. To act as ambassadors for the School.

#### **CONDUCT**

Sixth Form students will be expected to exercise common-sense and maturity at all times. As senior pupils attached to the 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 school standards and will be subject to the same sanctions as the rest of the school. All standards are ultimately at the direction and discretion of the Headmaster.

## APPEARANCE

### **Dress Code (in school):**

The items below apply to mornings or afternoons spent in school. A Sixth Form student's appearance should be in accordance with their position and status in the School.

| <b>Boys</b>  | <b>Girls</b>  |
|--|---|
| <p>Dark jacket and trousers or suit.<br/>Dark V-necked jumper<br/>Tie – plain or muted pattern.<br/>Shirt – plain in subdued colours or white: no extremes<br/>Socks – black or grey<br/>Shoes – black or brown, formal style: must be capable of being polished.</p>  | <p>Dark suit or formal skirt with jacket/trousers with jacket<br/>Blouse or jumper – not garish or loudly patterned.<br/>Skirt length between mid-thigh and ankle<br/>Formal shoes to be worn with suitable socks or tights, bare legs are not acceptable.<br/>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). Boys are to be clean shaven; sideburns must not extend beyond the bottom of the ear.

## **PROVISION AND ARRANGEMENTS**

### **Induction**

In September all students will attend workshops that will provide them with 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 6<sup>th</sup> Form offers individual support in numeracy, literacy, speech and language 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.

The College has an Additional Learning Support Department which offers support for those students with learning difficulties. The School's liaison tutor will decide whether this is appropriate for each individual student. The assistance given is then timetabled around their College commitments.

### **Sixth Form Tutor Groups:**

All students will be allocated a Sixth Form Tutor who will liaise closely with them and their College tutors to ensure they are successful in their chosen course. The tutor's role will include pastoral and academic support and should be viewed as the first port of call for students, parents and college tutors. Tutors will be allocated in September when all permanent college timetables have been issued.

### **Travel to and from College:**

Travel to and from College is by scheduled First bus services and/or Shapwick minibus. The students are provided with a bus pass which allows access to any bus in Somerset.

### **Social life / travel facilities:**

It is anticipated that at some stage the students will be invited to College functions outside normal College hours (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. To facilitate this there is a travel fund which will enable them to get back to school later in the evening.

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 Common Room:**

This facility is a privilege provided to enable Sixth Form students to relax and socialize. The room will have a television, DVD player, display boards and storage space. The room is specifically and exclusively for the use of the Sixth Form and other students may not access this facility.

### **Sixth Form Study Room:**

This facility is provided as an area where students can work quietly 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 and also access their workspace at College via the remote desktop connection.

## **Sporting Activities:**

Students may join in Year 11 Games/P.E. when they are available and it is appropriate for them to do so. They may also join in School and House teams. All students will be encouraged to pursue some sporting activity at school, college or out 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
- 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.



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#### **Boarding Life**

##### **Bedtimes:**

Under normal circumstances the students will be expected to be in bed by 10.45 p.m. "Lights out" will be 11.00 p.m. on nights where school or college is to be attended the next day. 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 p.m. 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 Houseparents 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 works best in this area.

Mobile phones are only allowed to be used on site in the Sixth Form Common Room and workroom 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 and group teaching at Shapwick. With the exception of exeats and half-term weekends, it is imperative that students attend these structured sessions. Students may, with Houseparents' permission, leave at lunchtime on Saturdays unless in detention. 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 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 Houseparents 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 Houseparents for safe keeping.

**Lockers:**

Lockers will be made available for all students. The provision of a suitable padlock is the responsibility of the student. It is strongly recommended that a spare key is placed in a named envelope and then lodged with the student's Houseparent

**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. Smoking is also not permitted in Shapwick village.

**Drinking:**

The consumption of alcohol is forbidden at Shapwick.

**Please see:**

- **Beginning of term arrangements**



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#### **Address by Head of Sixth Form**

Welcome to a new academic year! Whether you are in Year 12 or in Year 13, 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, 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

**Graham Hilliard**  
**Head of 6<sup>th</sup> Form Team**

**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:.....

Tutors signature:.....Date:.....