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# **The Sixth Form Handbook**

**2018-2019**

Welcome to this guide to Prospect School's Sixth Form. This guide is designed to ensure that students and their parents understand the way Sixth Form works. It should be kept as a reference guide and will, hopefully, answer some of the questions you may have about the Sixth Form.

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### **Our Mission Statement:**

Our mission is to equip students with the **knowledge, skills and qualifications they need for the future**. Our aim is to ensure that our pupils **succeed academically** and that they also become **responsible, informed citizens** who can make **positive contributions** to British society. We strive to ensure that all pupils **aspire to reach their full potential** and set themselves **ambitious goals for the future**.

## ***Who's Who?***

<b>Mr Beard</b>	Head of Sixth Form <a href="mailto:nbeard@prospect.reading.sch.uk"><u>nbeard@prospect.reading.sch.uk</u></a> 0118 9590466 extension 383
<b>Miss Holt</b>	Assistant Head of Sixth Form <a href="mailto:aholt@prospect.reading.sch.uk"><u>aholt@prospect.reading.sch.uk</u></a> 0118 9590466 extension 253
<b>Mrs Jeffery</b>	Sixth Form Pastoral Secretary <a href="mailto:jjeffery@prospect.reading.sch.uk"><u>jjeffery@prospect.reading.sch.uk</u></a> 0118 9023191 (direct dial)

## ***Tutors***

<b>Miss Mahere</b>	<a href="mailto:mmahere@prospect.reading.sch.uk"><u>mmahere@prospect.reading.sch.uk</u></a>
<b>Mrs Withington</b>	<a href="mailto:jwithington@prospect.reading.sch.uk"><u>jwithington@prospect.reading.sch.uk</u></a>
<b>Mrs Wej-Nunoo</b>	<a href="mailto:awej@prospect.reading.sch.uk"><u>awej@prospect.reading.sch.uk</u></a>
<b>Mr Gold/Ms Mohsin</b>	<a href="mailto:cgold@prospect.reading.sch.uk"><u>cgold@prospect.reading.sch.uk</u></a> <a href="mailto:mmohsin@prospect.reading.sch.uk"><u>mmohsin@prospect.reading.sch.uk</u></a>

## Key Expectations of Sixth Form Students

<b>1</b>	<b>To be an excellent role model to younger students, and always represent the school positively in the local community and elsewhere.</b>
<b>2</b>	<b>To dress in an appropriate way for the school learning environment, so that you do not cause offence through slogans or inappropriate attire.</b>
<b>3</b>	<b>To be punctual for all lessons, study sessions, registrations, assemblies and enhanced curriculum lessons.</b>
<b>4</b>	<b>Attendance to be above 95%. Absence will be authorised to attend interviews, open days and other appointments by prior notice only.</b>
<b>5</b>	<b>Not to undertake more than ten hours' paid employment per week during term time. Never to do paid work during school hours.</b>

6	<p>To contact the Sixth Form office immediately if unable to attend school; to provide relevant documents as evidence; to seek permission for known absences.</p> <p><a href="mailto:jjeffery@prospect.reading.sch.uk">jjeffery@prospect.reading.sch.uk</a> or</p> <p>Telephone 0118 9023191.</p>
7	<p>To arrive at lessons on time with the required equipment and materials, such as a folder of well-organised notes.</p>
8	<p>To hand in all homework, coursework and/or assignments on or before the deadline set by the teacher; to discuss any problems with teachers before they become serious.</p>
9	<p>To ensure that you are well organised, take responsibility for your conduct and work and ask for help if necessary.</p>
10	<p>Year 12 need to be on the school site from 8:25 am until permitted to leave for home study. Year 13 to be on site for all timetabled periods unless permitted for home study.</p>

## **Timetable:**

All Sixth Form students will have a minimum of 40 timetabled periods a fortnight.

## **Registration:**

All students must attend registration at 10.30am. Year 13 students need not attend if their first timetabled period is not until period 5.

## **Enhanced Curriculum:**

Every Monday period 2 is given over to enhanced curriculum.

Year 12 students spend that time following one of four pathways.

1. PiXL Gateway - transition work focused on being a successful Sixth Form student.
2. Extended Project - an additional qualification that allows students to research, log and manage a project that they have created for themselves, the qualification is worth half an A level.
3. PiXL Edge - a programme designed to ensure students demonstrate skills of leadership, organisation, resilience, initiative and communication.
4. Core Maths - an additional qualification that allows students following a science, economics or psychology an additional maths qualification worth half an A level

Year 12 students are allocated a further five periods a fortnight to complete these programmes independently. In the case of Core Maths these periods will be specifically taught by a maths specialist.

Year 13 students follow a post-Sixth Form pathway that includes advice and guidance on university applications, information about apprenticeships and CV building. They are allocated an additional five periods a fortnight to work on Extended Project, PiXL Edge, MOOCs and preparation for university and the workplace.

### **Supervised Study:**

All students are allocated between 3 and 7 supervised study periods (dependent on timetable). These take place in L1 (computer room). Students may be allocated additional supervised study if their subject teacher feels they need additional support.

### **Private Study:**

When there is no registered period indicated on the timetable, students should manage their own time in private study in the common room or one of the study areas.

## **Home Study:**

Year 12 students may leave for home study at break time or lunch time after their last timetabled period of the day.

Year 13 students may study at home where they have a double period with no lesson. If that is period 1 and 2 they must be on site by 10.30am. If that is period 3 and 4 they may leave school site at 10.45am but must return by 1.45pm.

## **Signing in and out**

All students must sign in and out of school when arriving or leaving school site. This includes break times.

Students not on home study are permitted to leave site at break time but must return before the beginning of the next session.

## **Staff Absence**

If a member of staff is absent for any reason, student's need to sign in with Mrs Jeffery and complete any work set or revise for that subject in L1. Members of staff are asked to reschedule lessons where possible.



## **Assessment and Reporting:**

All year 12 students are assessed in terms 2, 4 and 6. In addition they have PPEs (pre-public exams) in June.

Year 13 students are assessed in terms 1, 2 and 4 they have PPEs in November and March.

Years 11 and 13 have Student Consultation Evenings on 11<sup>th</sup> December and 28<sup>th</sup> March.

Year 10 and 12 have a Student Consultation Evening on 2<sup>nd</sup> July.

## **Other Key Dates:**

UK Universities and Apprenticeship Search Fair on Friday 28<sup>th</sup> September - Year 13 only.

Sixth form trip to Thorpe Park (Fright Night) – Friday 19<sup>th</sup> October

Safe Drive Presentation - Reading Hexagon: Tuesday 6<sup>th</sup> November (in school time). Year 12 Only

Sixth Form Information Evening: Wednesday 21<sup>st</sup> November (for 2019 starters)

Careers Evening (Years 8-13) - Thursday 13<sup>th</sup> December

Sixth Form Open Evening - Thursday 17<sup>th</sup> January

Sixth Form trip to New York - February Half term

Competitive Applications to University Evening – (date and venue tbc).

## **Sixth Form Bursaries**

You may be eligible to apply for a bursary to help you with the requirements of your studies; this includes money towards travel, resources and clothing.

The bursary is **MEANS TESTED** and students **MUST APPLY** for them. This fund will be aimed at students whose families have a gross annual income of below £22,000.

For an application form see Mrs Jeffery.

**THE DEADLINE FOR APPLICATIONS AND EVIDENCE OF ELIGIBILITY IS TUESDAY 25th SEPTEMBER 2018.**

If you have any queries then please do not hesitate to contact us. Please phone Mrs Jeffery in the first instance for emergencies. In other cases, email is the most effective method of communication.