


Sixth Form Student – Parent Handbook






CORE AIMS OF YOUR SIXTH FORM



You are here for a reason, be the best you can be;

- work hard
- attend all lessons
- ask the experts
- make mistakes, then fix them
- be kind
- enjoy life



PROVIDE ALL STUDENTS WITH CHARACTER BUILDING EXPERIENCES

Sixth Form should be about finding yourself, finding out what you want to be and where you want to go. We hope you will develop as an independent learner in lessons and use the vast range of enrichment activities available to develop your skills set for the journey ahead.

SOME PEOPLE DREAM OF SUCCESS, OTHERS WORK TO ACHIEVE IT

PROVIDE INFORMATION, ADVICE AND GUIDANCE THAT MATTERS NOW AND IN THE FUTURE

Sixth Form is a stepping stone for the rest of your life. The decisions you make here will influence you far into the future. We will provide you with unbiased information, advice and guidance (IAG) to help guide you on your chosen path.



DELIVER LESSONS TO ALLOW YOU TO ACHIEVE YOUR FULL POTENTIAL

Sixth Form lessons should open your mind to new possibilities, new ways of thinking and seeing the world. You have chosen your subjects for a reason, allow your passion to grow and use the experts we provide to develop your understanding and ask questions.

ARE YOU WAITING FOR IT TO HAPPEN OR ARE YOU GOING TO MAKE IT HAPPEN

PROVIDE PURPOSEFUL FEEDBACK TO HELP IMPROVE LEARNING

Sixth Form is not about asking 'what have I done wrong?', instead it is about asking 'what can I do better?' Use the advice and feedback provided to develop as a learner, reflect on your work and make improvements. Always strive for excellence in what ever you do!

I WANT TO BE.....
doctor, architect, nurse, teacher, scientist, lawyer, accountant, banker, athlete, performer
... A SUCCESS



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Our Guarantee

We Deliver Success! All our students are treated with respect in a caring and nurturing environment. We will provide you with an unrivalled educational experience.

Sixth Form Team

Welcome to West Derby School Sixth Form and thank you for choosing to study here with us. We are here to support you throughout your Sixth Form life. The Sixth Form team will provide you with support, advice and guidance.

Staff		Contact Number	Contact Email
Heads of Sixth Form	Mr S Donohue	0151 235 1695	s.donohue@westderbyschool.co.uk
	Mrs R Williams	0151 235 1399	r.dudley@westderbyschool.co.uk
Sixth Form Support Manager	Mrs P Speed	0151 235 1666	p.speed@westderbyschool.co.uk

We welcome contact from parents/carers and consider a mutually supportive relationship crucial to a students' academic and personal development. Please use the telephone numbers/emails above to direct your query.

For general queries, please email: admin@westderbyschool.co.uk
WDS-6thform@westderbyschool.co.uk

Form Tutors

The Sixth Form comprises a team of 7 Form Tutors with Heads of Sixth for 1 day per week. Your Form Tutor is your first port of call for any issues you may have. They will offer you advice and support with subject choices, careers and university options.

Year Group	Form Group	Tutor	Location
12	12D	Mr Handhill/Mr Donga	D13
	12B	Mr Walker/Mr Clark	W13
13	13W	Mrs Speed/Mr Donohue	W9
	13E	Mrs Peacock/Mrs Williams	D24

Timetable

The school timetable runs from 8:45am to 3.15pm. You must attend registration every day at 8:45am. You will have current affairs studies, PSHE, Enrichment lessons and CIAG (Careers, Information, Advice and Guidance) lesson (year 13). You will also be timetabled with several supervised study lessons. These sessions will take place in W9. Attendance will be monitored at these sessions and failure to attend may result in the loss of your place in Sixth Form.



You should be completing one hour study for every hour spent in the classroom. This may be homework, coursework or may be independent study such as extra research or revision. You will need to do more than attend lessons to succeed in your studies so start as you mean to go on!

Time	Activity
08:45-08:55	Registration
08:55-09:20	Study Period/Current Affairs studies/PSHE
09:20-10:20	Lesson 1
10:20-10:35	Break
10:35-11:35	Lesson 2
11:35-12:35	Lesson 3
12:35-13:15	Lunch
13:15-14:15	Lesson 4
14:15-15:15	Lesson 5

Behaviour

Our Sixth Form aims to promote high levels of maturity, self-discipline and learning through positive encouragement. We treat all our Sixth Form students as young adults and expect that they treat all staff, students and support staff with respect at all times. Failure to comply with these basic conditions will result in your place at WDS Sixth Form being lost.

Under this agreement West Derby Sixth Form will endeavour to provide:

1. A programme of courses that are delivered by suitably qualified and effective members of staff using appropriate facilities and resources.
2. A friendly, caring, supportive environment.
3. A member of the Sixth Form Team who monitors your progress, provides guidance and assistance in setting targets for improvements.
4. The provision of structured guidance for the use of private study time, including the regular setting and marking of formal work completed during private study time.
5. Support in developing good study skills.
6. Support for any special needs you may have.
7. The opportunity to take part in leisure and extra-curricular activities.
8. A UCAS/careers programme for your progression beyond the Sixth Form.
9. The opportunity at least once a year for your parents/carers to come in to the school with you to discuss your progress.
10. Progress Reviews during your 2 years of study.

In return students will be expected to:

1. Maintain high levels of attendance (minimum 97%).
2. Attend all lessons punctually. This includes private study and guidance. All Sixth Form students must be in school by 8:45. If a student arrives after 8.45 they must attend a late detention at 3pm on the same day.
3. Holidays should not be arranged during term time. Dental/Doctors' appointments and driving lessons must be arranged outside of school hours.
4. Adhere to the expectations of students as laid down in the Sixth Form handbook, including the dress code and the wearing of an ID lanyard at all times.
5. Accept responsibility for your own learning with the support of your teachers.
6. Complete all work to the specified standard by the required deadline by using your time, in school and at home, effectively.
7. Remain on the school premises other than at break and lunchtime.
8. Act as a positive role model for younger students and behave in a manner which befits a Sixth Form student.
9. Get involved in extra-curricular activities/leadership programmes to improve your key skills.
10. Respect the individual rights of all members of the school community and be involved in activities within that community.
11. Ensure all work submitted is your own.
12. Students have the use of the Sixth Form spaces (Café West and common room) as a privilege. It should be kept clean and tidy.
13. Accept that you will be asked to leave the Sixth Form if the above conditions are not met.

Please review this information carefully. All students and parents/carers must sign the Sixth Form Contract at the end of this document and return during their first week of study.

Attendance

Students are encouraged to be in the school building throughout the school day, at the times stated below or for organised activities e.g. sporting activities and field trips.

- Students must register in person with his/her tutor at 8:45am each day. Attendance will also be electronically recorded at every lesson.
- If a student arrives late for school (after 8:45) then they must provide RWI or SD with a valid reason.
- If a lesson or private study period is missed, students will be expected to attend a supervised session to be arranged by members of the Sixth Form Team.
- A central record of attendance is kept for every student in the Sixth Form.
- An attendance check will be made weekly and any student whose attendance falls below **97%** will receive a warning and a target for the next attendance period. Poor attendance will call into question continuation in the Sixth Form and entry for examinations. Similarly, if a punctuality record is poor and falls below **97%** in any month, the same sanction applies.
- If a student has a genuine reason for absence he/she must inform the school between 8.30am -8.45am by telephone or email on the first morning of his/her absence. On return the student must give their tutor a letter of explanation from his/her parent/carers. Only if this is done will a student's absence be authorised and will not then count against he/she for the purposes of the attendance check.
- Students may be asked to provide medical evidence in certain circumstances.
- Non-emergency dental/doctor/driving lessons should not be arranged during the school day.
- Students who have been absent must ensure that all missed work is followed up in liaison with subject teachers.

Holidays

Students must not arrange holidays during term time. Such absences will be treated as unauthorised and, depending on the degree of subject content missed, may call into question the students entry for examinations and jeopardise his/her place on courses.

It is important to note that most references for employers/Higher Education require data about attendance and punctuality. It is therefore essential to maintain an excellent attendance record that we may refer to upon any requests for a reference on your behalf.

Dress Code

The Sixth Form are role models and leaders in our school; therefore you will be expected to set an example for our younger students. If you look smart, it sends a positive message and shows respect for your school, your fellow students and the staff.

Male students	Female students
Smart business wear– navy, black or charcoal grey. A blazer/ tailored jacket with co-ordinating trousers may also be worn	Smart business wear– navy, black or charcoal grey. A blazer/ tailored jacket with co-ordinating trousers may also be worn. Skirt or trouser suits are preferable
Smart plain business shirt (white/black/blue/grey)	Smart plain top or blouse
Tie	Smart, tailored trousers (jeans/ cords/ shorts/ cropped trousers are not permitted)
Smart, tailored trousers (no jeans/ cords/ shorts)	Smart skirt/ dress (skirts should be worn on or just above the knee)
Shoes must be formal, smart and dark in colour (no trainers)	Shoes must be formal, smart and dark in colour (no trainers)

Students with incorrect uniform will be sent home with an absent mark recorded on the school system. Failure to comply with our dress code will result in the loss of your place at West Derby School.

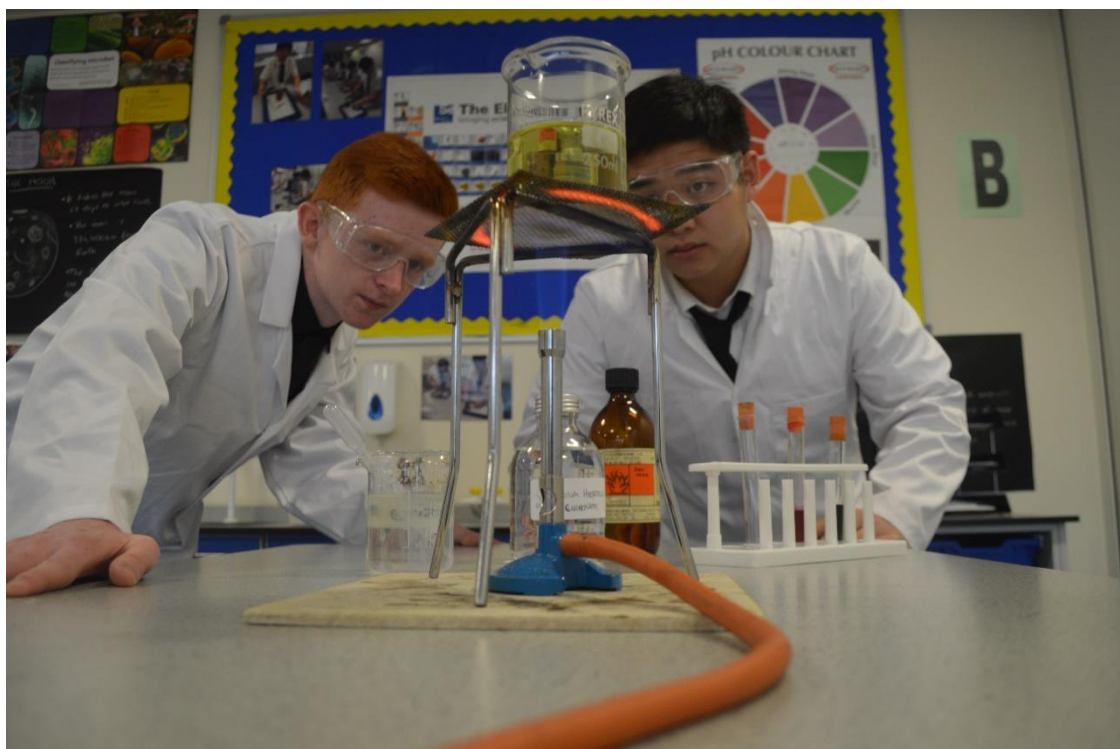


Examinations & Coursework

Students will receive examination revision material if taking grade examinations in May/June of each year. Any query relating to examinations should be directed to your form tutor in the first instance. If issues cannot be resolved through your tutor please contact the Head of Sixth Form directly. Throughout your time at Sixth Form you will be continually assessed by your subject teacher and will sit mock examinations where applicable in January of Year 12 and 13.

Coursework Plagiarism

Plagiarism is copying other people's work and passing it off as your own. This includes downloading and submitting work taken from the Internet. Other common forms of plagiarism would be using quotations without attributing their source and giving the impression that they are your own. Plagiarism does not have to be word for word theft of material but can be a "close imitation" of another's work. Severe sanctions will be taken against those who engage in any plagiarism with deliberate intent. Plagiarism within externally assessed coursework, controlled tasks, portfolios or exams will result in automatic disqualification.



Facilities

Computer access

There are real benefits to students having access to their own laptops/tablet devices at school and home. This enhances access to school information and resources and has a positive impact on their studies. The Sixth Form wing comprises a designated Sixth Form computer suite and printing facilities.

Cyber bullying

We operate a **ZERO TOLERANCE** of misuse of public networking sites that cause distress, exclusion or upset to others.

Computing code of conduct

Students must not:

- Reveal their passwords to others.
- Consume food or drink in computing areas.
- Directly copy information from CD ROMs or the Internet (plagiarism).
- Download or install any form of software.
- Tamper with any computer hardware or software, or access unauthorised areas of the system.
- Send messages across the network.
- Use the network for profit-making activities.
- Retrieve or send material which would be in breach of copyright law.
- Use disrespectful language about any other member of the school community.

Good Practice:

- Make sure all coursework is “backed up” on a hard drive or USB pen.

Any infringements of this code could lead to students being reprimanded, asked to pay for damage, being banned from the facilities or ultimately being asked to leave the Sixth Form.

Email address

All students at West Derby School are provided with an email address. This email address and password will be distributed on the first week of term by the Sixth Form tutors.

Common rooms: W9 (Study and common room) and Café West

High standards of behaviour are expected in the common rooms at all time. Students should use all facilities sensibly and respect other users. Students who do not live up to our expectations will have privileges withdrawn. Please ensure all areas are kept tidy. All students must take responsibility for the upkeep of the common room.

Mobile Phones

Sixth Form students are permitted to use their mobile phone on the school site. However, mobile phones are banned from the Sixth Form study room unless being used as an educational device. If a student misuses a phone in this location, they will be given a warning asked to leave or have their phone confiscated. AirPods will need to be removed in the quiet study area of W9.

16-19 Bursary

If you are a current or prospective student you can complete an application form for our Bursary Scheme for 2022/23. Completed applications forms must be submitted by **Friday 24th September 2022**.

If you choose to study at West Derby School, we will do everything possible to support you.

There are 3 types of bursary available to students. The level of bursary available (bar the vulnerable bursary) is subject to overall funding.

1) Vulnerable Bursary

Those most in need will be eligible for a guaranteed bursary of £1,200 a year. You will be eligible for this bursary if:

- You are in or recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

2) Student Support Discretionary Bursary

All decisions about whether you receive a discretionary bursary, and how much bursary you receive, will be based on your individual circumstances. This will vary depending on, for example, your household income, the distance you travel to school and the requirements of your course.

West Derby School will provide a student support bursary to students who meet the Free School Meals criteria. You will be required to provide a FSM reference number. If you were in receipt of FSM in Year 11 you will automatically qualify for a bursary, however you still must complete the online application.

West Derby School will provide a student support bursary for students who come from a household whose income is £25,000 or less. Students who wish to apply for this bursary will need to show *Part 1 of the Tax Credit Awards Notice* for their household. This document from HM Revenue & Customs details entitlement to Tax Credits and the Total Household Income, as evidence of household income. We will also require *three most recent Universal Credit award statements* as a form of proof.

3) Hardship Fund

This is an emergency fund for students who experience short-term financial hardship and are struggling to meet costs associated with attending school. The fund is there to help cover costs such as textbooks, course materials, uniform, CRB checks and essential course-related visits. Certain

criteria must be met to qualify for this fund. Further information can be obtained from the Head of Sixth Form. This fund is accessible throughout the academic year.

What can the bursary get me?

The aim of the 16-19 bursary is to help with education-related costs if you're aged 16 to 19. This can include but is not limited to:

- Support with the purchase of a laptop/tablet device to help with your studies
- Purchase of a bus pass to cover school travel costs (dependent on distance from home address)
- Support with the purchase of resources including textbooks, revision guides, stationery, art materials
- Support with the purchase of uniform
- Support with the cost of educational trips and visits, university trips, work experience transport costs
- Support with the purchase of digital cameras, pen drives, software licences

If there is something that you believe will aid with your education but is not listed above please give details and we will investigate it for you.

Please Note:

- The bursary is dependent on the total number of applicants and funds available and that all costs may not be met by the bursary.
- You will not be issued with cash or cheque as part of the bursary payment. All materials will be purchased for you by the school. For students wishing to use the bursary to cover uniform costs, vouchers will be provided.

The 16-19 Student Bursary application form can be found in your Weduc account via Forms. If you have not set up your Weduc account and need an enrolment code then please contact the school office.

Monitoring Progress

Target grades are set at the start of your time in the Sixth Form. These are based upon your GCSE performance.

Student progress will be monitored very carefully in the Sixth Form to ensure all students get the best from their learning programme. Monitoring will be on-going with students, subject teachers, tutors and the Sixth Form Management Team all fully involved and informed. Students will discuss their progress with teachers and tutors on a regular basis. We expect students to take responsibility for evaluating their own progress and setting targets for improvement. Progress and targets must be recorded in your planner on a regular basis.

In addition to this, there are **three assessment weeks** throughout the year where students will be assessed against their target grades. Students will also be awarded an attitude to learning grade (A-D) for each subject.

If a student is having difficulty in any of his/her studies, or problems with time management, he/she is advised to discuss this at the earliest opportunity with a member of staff. This may be his/her subject teacher(s), form tutor and/or a member of the Sixth Form Management Team.

Remember we are here to support you!

Procedures following Progress Reviews:

- **Unsatisfactory levels of effort and/or progress**

If a student's effort or progress is unsatisfactory in any subject, contact will be made with home and a student support strategy will be put in place to support him/her.

- **Excellent effort and/or progress**

High levels of effort and an excellent work ethic will be rewarded via letter/e-mail and/or certificates as appropriate.

A Parents' Evening will be held in early February 2022 and a final assessment/reporting cycle will be undertaken at the end of the school year. Regular one-to-one reviews with your Personal Tutor follow each assessment. Parents are informed of any concerns/issues through regular phone calls or parental interviews if needed.

Study Periods

This is essential to a student's development, and part of his/her timetable comprises private study time. A quiet study room is provided in the Sixth form area (W9), and access to PCs for internet/coursework research is also provided. Students may use the Sixth Form facilities beyond 3:15pm. All study periods are supervised by Mrs Speed and a daily register is taken. Failure to attend your designated study period may result in sanctions (parental contact, detentions, cancellation of student bursary, and a possible removal from Sixth Form).

Higher Education

A formal programme to prepare students for Higher Education begins shortly after Easter of Year 12. Students will be provided with information on the UCAS application process and apprenticeships. There will also be an information evening for Year 13 students, parents and carers on Higher Education at the beginning of October, parents/careers are invited to attend with students.

Trips will be organised to various University Open Days where students can experience University life, research courses and visit facilities. This allows students to talk first-hand with representatives from the institutions and collect written information such as prospectuses.

During the last few weeks of the academic year, students will have dedicated university application lessons. Students will register with UCAS and begin completing the on-line application form. They will be advised about entering subject details and, specifically, about drafting their Personal Statements. Careers information will be available for all students whether they intend to go to university or not, along with advice about writing CVs and presentation at interview.

Enrichment and PD

In order to enhance their academic studies, Sixth Form students participate in an Enrichment and personal development programme. Enrichment will be scheduled on all student timetables.

Provision could be on an individual or group basis, or, as is often the case, it will include the entire student body.



The range of options includes:

Languages	Money Management Course	Community involvement
Work experience	Music/ Drama	Paired reading
Peer mentoring	Charity involvement	University visits
Sport	Visiting guest speakers	Learning seminars
Disability Awareness	Trips	University courses
First Aid	Training awareness	Media
Cooking	Critical Thinking	Continuing Education Program
Current Affairs		

PSHE

Personal, social and health education (PSHE) is a vital part of supporting resilience by helping students recognise and manage risky behaviours, and includes:

- relationships and sex education
- drug education (including alcohol, tobacco and volatile substance abuse)
- emotional health and wellbeing / mental health
- safety (internet safety / personal safety / bullying)
- healthier lifestyles
- Careers and employability
- Social issues

Our PSHE course has been designed to specifically support you and work in conjunction with your enrichment and CIAG sessions.

Year Plan (Year 12):

TOPICS	PSHE Term 1	PSHE Term 2	PSHE Term 3
	1. Toxic and positive masculinity	1. Researching different jobs	1. Climate change
	2. Sex and the media	2. Career applications and personal presentation	2. Critical thinking and fake news
	3. Social justice	3. Personal branding	3. Class A drugs
	4. Motivation and work ethic	4. Tolerating intolerance	Exams and Work Experience
	Personal Development Term 1	Personal Development Term 2	Personal Development Term 3
	Focus: Year 11 to 12 transition, sexual health, university options, apprenticeship options, study skills	Focus: Money management, driving awareness, disability awareness	Focus: Work experience, university course searches

Year Plan (Year 13):

TOPICS	PSHE Term 1	PSHE Term 2	PSHE Term 3
	1. Personal statements	1. Controlling relationships	Exam preparation, private study, coursework completion.
	2. Plagiarism	2. Online subcultures and extremism	
	3. Free speech and hate speech	3. Social media and call out culture	
	4. Apprenticeships	4. Gender and identity	
	CIAG Term 1	CIAG Term 2	CIAG Term 3
	Focus: University applications, personal statements. Delivered by PS during 1 hour scheduled slot per week. Unifrog learning platform used to support students.	Focus: Apprenticeship applications, CV workshops, job applications, further training opportunities. Delivered by PS during 1 hour scheduled slot per week. Unifrog learning platform used to support students.	Focus: Student finance, accommodation searches, access arrangements support for university and further training.

TO/DO

Now that you have read all sections of this handbook you must complete the following:

1. Sign the student contract at the end of this booklet and return to your form tutor by the end of the first week.
2. If applying for the 16-19 Student Bursary, complete the application form.
3. Complete the Student Details Form by the end of the first week. This form should be completed with a parent/carer.
It can be found in your Weduc account via Forms. If you have not set up your Weduc account and need an enrolment code then please contact the school office.



SIXTH FORM CONTRACT 2022-2023

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13. Accept that you will be asked to leave the Sixth Form if the above conditions are not met.

.....
I have read the Sixth Form Contract and now formally accept the conditional place offered to me. I agree to comply with all the terms and conditions set out in the Sixth Form Contract, Dress Code and Attendance Policy.

Student's Name: _____

Signature: _____

Parent's Signature: _____

Date: _____