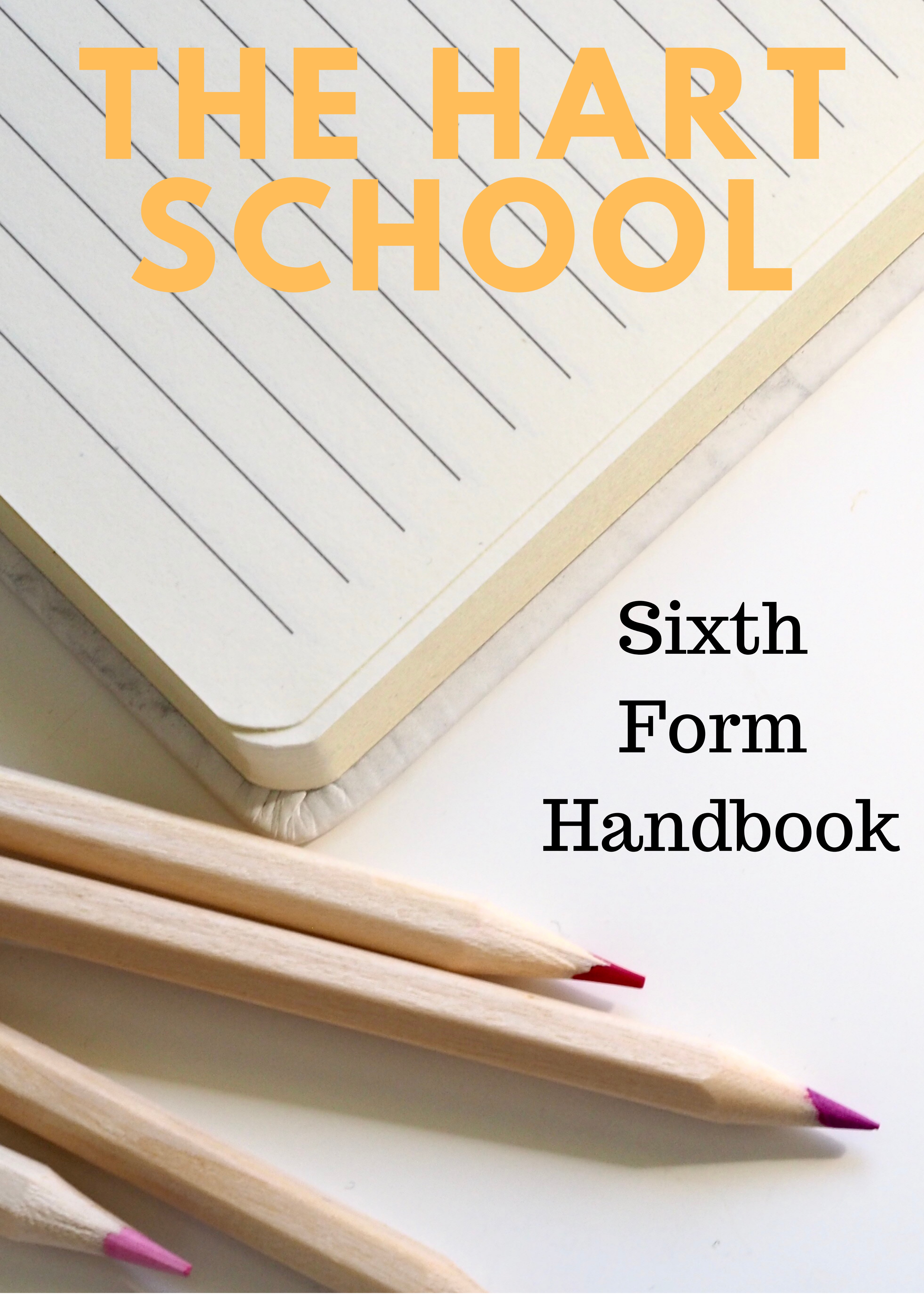


THE HART SCHOOL

**Sixth
Form
Handbook**



Introduction

At The Hart School each sixth form student is an individual and our prime concern is to enable each student to fulfil his or her potential and attain his or her goal in life. To this end, a wide range of courses and qualifications are offered which satisfy the needs and requirements of a rapidly changing world. Each student's personal development is encouraged and nurtured so that every sixth former plays a full role in school life enjoying special privileges and parity of esteem with Staff, together with the duties and responsibilities of this status. We expect students to be a part of the wider school community and use their time to help create a better environment for learning. Sixth form students are expected to set the highest standards for themselves in terms of academic success, behaviour and attire role modelling to the impressionable students around them.

School Day

Arrive 8.30am

Tutor/Assembly 8.40 - 9.05

Lesson 1 9.05 - 10.05

Lesson 2 10.05 - 11.05

BREAK 1 11.05 - 11.30

Lesson 3 11.30 - 12.30

Lesson 4 12.30 - 1.30

BREAK 2 1.30 - 2.10

Lesson 5 2.10 - 3.10



Sixth Form Attendance Guidelines

Year 12 Term 1

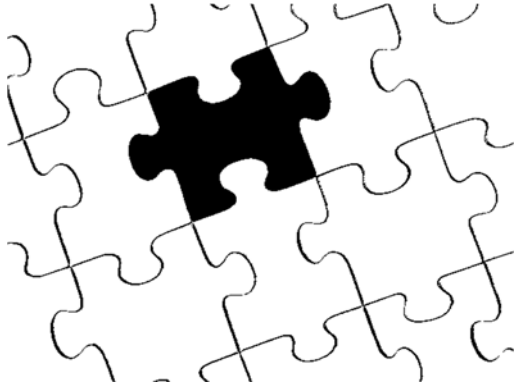
All Sixth Form students will arrive for school at 8:30am and be in their tutor group by 8:40am. Attendance at lessons will be marked electronically by the teacher (if the teacher is absent see Mr Brennan or Mrs Walters for an attendance mark. This will also ensure you pick up any cover work that has been set by the teacher. Attendance at Tutor Time will be marked by your Form Tutor, these sessions are also compulsory.

The school gates will be locked at 8.40am until the end of the day. We expect students to be on site all day every day. This will be reviewed at the end of the first term.

Attendance, Illness & Holidays

Lessons are obviously compulsory. You are expected to attend every lesson you are timetabled for and be fully prepared for each lesson; this includes relevant books and equipment. Missing lessons is sufficient justification to ask to see your parents and, in serious cases, ask you to leave.

Additionally, if you are not punctual to the start of your lessons this will affect your learning and the teaching in the classroom. We therefore take poor



punctuality very seriously and you will be placed on an attendance monitoring programme if your attendance falls below 96%.

Doctors' or dentists' appointments should not be scheduled in lesson time – except in an absolute emergency; nor is it acceptable to arrange driving lessons or similar appointments to occur during lesson-time.

If a teacher is absent, it is your responsibility to go to the classroom and wait for another member of staff to set you relevant work and register you.

If you are absent please bring a note to your tutor from your parent/carer explaining your absence with dates, on the day of your return.

If you become ill during the day you must see Mr Brennan or Mrs Walters before taking any action.

Code of Conduct

The Student Code of Conduct sets out our general expectations of students.

Students in The Hart School Sixth Form are expected to:

Work hard, attend lessons, tutorials & enrichment, and be on time

Behave responsibly and considerately, towards each other, towards staff and visitors, and towards our neighbours in the community

Follow policies designed to protect the school community

Respect the environment, including school property and resources

What this means in practice:

Positive Attitudes to Study

Switch off your mobile phones/smart devices before lessons (do not use digital devices anywhere other than the Sixth Form areas)

Come to lessons with everything you need to learn - e.g. books, pens, notes, files, equipment

Be attentive in lessons and work hard on tasks

Follow instructions and take advice seriously

Take an active part in class and group activities and answer questions when asked

Do homework and research ready for deadlines

Remain in the classroom for the whole lesson

Explain any absences and arrange to catch up on missed work

Use the Library/Study Areas when not in lessons

Positive Attitudes to Yourself and Others

Recognise that you are part of a wider school community

Be active in the rest of the school. Use Enrichment to work with students from younger year groups and role model positive behaviours.

Be considerate and polite - to other students as well as staff, visitors and neighbours

Behave appropriately, with consideration for others

Value each other's opinion and use language that does not cause offence

Recognise other people have different values and concerns:

Respond positively to instructions from any staff

Be sensitive about how your behaviour or dress code might affect other people

Look after yourself:

Wear your lanyard visibly at all times

Develop a sustainable lifestyle ensuring the right balance between study, paid employment and socialising

Look after the environment you work and relax in:

Leave areas as you would expect to find them i.e. clean, tidy, no litter, graffiti or any other damage

Avoid unnecessary waste: adopt sustainable practices - e.g. recycle litter and minimize printing and copying

No smoking

Behaviour Management

LEVEL	CRITERIA	RESPONSE
Green Behaviour	<ul style="list-style-type: none">· On target in all subjects· All work up to date· Attendance above 95%· No punctuality issues· Uniform is always correct· Polite and courteous	<ul style="list-style-type: none">· Letter sent home celebrating success· Student success celebrated in tutor base and assemblies· All privileges in place· First refusal on any extra/supercurricular opportunities
Red Behaviour	<ul style="list-style-type: none">· Below target in one or more subjects· Unacceptable behaviour in class or around the school· Failure to wear an ID badge· Failure to return borrowed equipment on time· Breach of the school's ICT Acceptable Use Policy· Being in sixth form but absent from a lesson· Poor attendance below 95%	<ul style="list-style-type: none">· Conversation with member of staff affected· Red behaviour logged on Class Charts· Tutor to give verbal warning and arrange restorative action·

Where red behaviours are persistent or in specific extreme single cases, there will be a meeting and setting of targets. This will create a Negotiated Learning Plan that will set a specific date for your targets to be reviewed. This will also be communicated to parents. If improvements are not made, this will escalate to a final warning given by the Head of Sixth Form.

Monitoring, Tracking, Assessment and Mentoring

Academic progress is monitored rigorously by the Head of Sixth Form, Form Tutors and Subject Leaders.

At the beginning of term, all students will be given individual target grades, against which all work will be assessed. Subject Leaders closely supervise the academic progress of students using target grades and our own tracking systems.

Students who are underachieving are identified by the Sixth Form tracking data and by Subject Directors. Targeted students are then monitored closely by the Head of Sixth Form, the Academic Mentor and your Form Tutors. Parents/Carers will be informed accordingly and invited to discuss their child's progress with members of the Sixth Form Team.

All students who are struggling to cope with the academic demands of A Level, will be allocated a mentor to meet their specific, individual needs.



Independent Study and Homework

Homework will be set most lessons and will need to be completed appropriately by the deadline. Illness should not be seen as an excuse to not complete homework; you should find out what was set and complete the work as soon as you can after your return to school.

One difference between Year 11 and Year 12 is that you will find you have time in school when you do not have a timetabled lesson. We expect you to use this time to study. You will have time designated in your timetable for Private Stud where you will use the facilities at your disposal to study on your own; by reading round your subject, making notes, researching, planning or drafting work etc. Ultimately, how you use these times can have a significant impact on your ability to work independently and on your progress.

It is generally agreed that students should spend **3 hours per subject per week** completing independent work. This is vital to a students' success so it is important that students start to form good habits by using their study periods to ensure they are keeping on top of their subjects and reading up on topics BEFORE they are covered in lessons.

Enrichment

The Hart School Sixth form is committed to providing students with an excellent education but also develop their individual skills for life outside of lessons. It is there expected that each students in Year 12 will use a minimum of one period per week to attend a lesson or take part in a programme that assist with Key Stage 3 or 4. It is proven that the presence of sixth form students can help raise the aspirations of younger students. At the same time, it allows sixth form students to develop skills that will look excellent on any Personal Statement or CV. Students can also use study periods to gain meaningful and regular work experience that may assist in applications for the future.



A log of Key Skills that you develop during your Enrichment time will be logged, monitored and reviewed at regular intervals by your tutor.

Dress Code

The Hart School is a formal learning environment. Members of staff have a professional obligation to look smart and professional and we believe that sixth form students should be treated as adults in the same way. Therefore:

- the appearance of students should foster respect for them as professionals;
- student dress and appearance should not distract learning;
- clothing should be fit for the purpose, and have due regard for the health and safety of students.

Student responsibilities

All students are required to look smart and professional, to be neat and tidy in appearance and wear clothing that is appropriate to the role.



The benchmark must be clothing that would be classified as smart business attire. Specifically the following expectations must be adhered to:

- male students **must** wear smart trousers and a formal work shirt with a collar and tie;
- female students **must** wear smart trousers or skirt, and a smart blouse or top;
- denim items of clothing, trainers and 'flip flop' style shoes **must not** be worn.

Female students **must not** wear clothing that is revealing, eg low-cut or vest style tops, those showing midriff or excessively short skirts. It is particularly important that the standard of dress is maintained during hot weather. If cut-off trousers are worn, they should be tailored / formal.

Male students may remove the tie in extremely hot weather, and for reasons of health and safety when undertaking specific practical activities involving machinery and equipment, such as in Design, Art and Science.



In order to maintain an appropriate dress code whilst allowing our sixth form students the privilege of wearing their individual choice of suit, and access to a modern working wardrobe, the school reserves the right to send home any student who fails to meet our standards.

Child Protection

It is a legal responsibility of any institution that caters for young people to ensure they are safeguarded against harm. As such every adult or student who is not identifiable by a uniform must wear a lanyard with their picture on.

Use of Mobile Phones

The school has a policy of not allowing Years 7-11 to use mobile phones in school. Sixth form students are permitted to use mobile phones in the sixth form area and at the teacher's discretion during lessons. However, we expect our sixth form students to not use mobile devices in corridors or when younger students are in the immediate vicinity.

Driving

Students are permitted to drive to school, however, there is no provision for students on the school site. There are parking spaces available for sixth form students on the former Upper School carpark and student can then walk to the Hart School site. The school cannot accept responsibility for students' cars.

We ask all students to be mindful of local residents and businesses when driving to/from school.

16 – 19 Bursary

There is a bursary available to any student where the household gross income is less than £25000 per year. Application forms can be obtained from Mr Brennan or Mrs Walters and proof of income will be needed in order to make a successful claim. Students that are successful in their applications will receive one payment in each term.

The bursary is used to support students in their studies and can only be used for items and services that facilitate this. Items can be purchased through the school or repayments will be made after receiving proof of purchases. Students will need to speak to Mr Brennan or Mrs Walters to discuss any bursary requests.

Student Wellbeing

Student Wellbeing is at the very heart of our Curriculum in The Sixth Form. Balancing your studies, work and social life can be a difficult task to manage when you are only 16. There may be times when you feel down. You may feel overwhelmed or upset, be troubled by something in particular or you may just be struggling with demands in general.

At The Hart School we want you to know that you are not alone, we want you to know that there are specialised staff here to support you no matter what your difficulties may be.

In this Sixth Form we have a strong focus on promoting student wellbeing and improving outcomes for all our young people.

Staff work closely to identify students who may be vulnerable, offering specific, individualised support packages to help build resilience and promote good mental health.

The Pastoral and Academic Mentor coordinates all intervention in The Sixth Form. Strategies include: Emotional support, study sessions, career discussions, academic tutoring, referrals to agencies, mediation, support and advice for anxiety, character building.

If you feel you would like to talk about anything that is worrying you, your tutor or subject teachers will be only too happy to offer advice and encourage you to speak to our Pastoral and Academic Mentor or The Head of Sixth Form

There are also many local and national organisations available for you to contact at any time, night or day:

YESS

Samaritans

Kooth

Anxiety UK





WHATEVER YOU WANT

TO BE,

LET'S GET THERE

TOGETHER