



# Sixth Form Handbook

## 2023-2024





Royal Wootton Bassett Academy

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Welcome to RWBA Sixth Form

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## The RWBA6 Code of Conduct

### **Ethos and Sixth Form Community**

The positive ethos of our school continues on into the Sixth Form where we aim to create an environment based on excellence, dedication and respect. Students will find that they have to take on even more responsibility for their own learning and for the way in which they conduct themselves. All students are expected to maintain high standards of work and behaviour, to be courteous, to take pride in their appearance and in the school environment.

Sixth Form students are expected to be role models for our younger students and lead by example at all times. In return they will experience a much more adult environment where they can thrive with higher levels of trust and responsibility. We expect all students to abide by this code. However, we will take appropriate action against students who display negative behaviour.

We very much look forward to working together with students to achieve their goals and build a successful future. Students should work hard, remain focussed and resilient and make the most of every opportunity offered to them while they are here studying with us.

## Academic Studies

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### Academic expectations

- The A Level/BTEC programme of study represents a significant step up from work completed at GCSE. Students are expected to show dedication to their academic studies putting this as a priority above all other out of school commitments, for example part-time jobs and social commitments.
- Students are expected to demonstrate resilience and work independently alongside the support provided by the staff in school.
- Students are expected to complete all work set in the required time and to the best of their abilities. The work completed is expected to be sufficient to enable students to make progress in the courses they are pursuing.
- Students are expected to use study periods in school effectively. The study areas are quiet work areas and students must ensure they use these to work productively and allow others to do so.
- Students are expected to complete a significant amount of private study outside of the school at evenings and weekends. It is recommended that students complete a minimum of 5 hours per A level/BTEC subjects per week. I.e.: For every teacher taught lesson students should complete an hour of independent study consolidating or deepening their knowledge.

### Tracking of Student Academic Progress

- If there are concerns around students not meeting minimum work requirements, in the first instance this will be dealt with by the subject teacher and recorded on the schools ECHO.
- Failure to show improvement and meet targets set would result in further action from the Head of Department. If multiple this can then be followed by the Sixth Form Team.
- If there are serious concerns beyond this point students and their parents would be required to attend an action plan with Mrs Vaughan or Mr Matthews.

## Sixth Form Conduct Management System

### Poor Behaviour

- 1) Teacher or staff member to report an academic or uniform concern on ECHO. Staff to tell the students their expectations and actions for remedial work. This could include a missed piece of work. Equally if students' behaviour requires they can be removed from the lesson and sent to the supervised study room (SF19). If this is the case teachers will email AMT and JAL to notify them. This will also be communicated with the parent/carer. Students will be given 24 hours to complete missed work failure to do so will warrant an afterschool detention.



- 2) Teacher or staff member continues to have concerns – they will raise another concern on ECHO. There is an expectation at this stage that the teacher and Head of Department speak with student and parents and a record of this conversation is logged using an action plan document. This document will be shared into student's ilearn folders. Mr Matthews and Mrs Allen will monitor the actions, if appropriate the student will be entered for supervised study, a 2-week programme where their study periods are sat in SF19 completing outstanding work.



- 3) If there are multiple academic concerns across subjects the student and parents will meet with the Sixth Form team to develop a plan of action to get the student back on track, they will continue to be placed on supervised study for the whole term.

### Lateness

- We currently operate a truancy call, if a student is late in the morning truancy call will be sent home, if a student has two or more unexplained truancy calls in a week they will receive an afterschool detention.

## Detentions

- Detentions can run from Monday to Friday 15:00-16:00, students are expected to register with the Head of Year or Student Manager and will then head to SF19. Detentions will be logged on ECHO.

## Phones

- RWBA operates a no-phone policy in the lower school, therefore students in Sixth Form are not allowed to walk around the main school with their devices or ear-pods (but can within the Sixth Form block). If they do they will be confiscated and given to the Head of Year and Student Manager. Equally phones will not be allowed out in lessons unless authorised by the teacher, inappropriate phone use will also lead to confiscation.

## Cars

- Students are allowed to bring cars onto the school site and park on the site nearest the Sixth Form block. All students who drive are expected to give their name, make, model, registration and colour of car to Mrs Stubbs in case of any accidents. Any speeding or disrespectful use of cars will not be tolerated and students will be told they are not allowed to park on site.

## Extreme Behaviour

- Extreme behaviour will not be tolerated here at RWBA. If the behaviour is extreme the issue will be referred to the Year Team where a meeting will take place with a detention afterschool on the same day, this will be communicated via ECHO. The student at teachers' discretion can be removed and be sent to SF19, if this is the case teachers will email AMT and JAL to notify them.
- If the behaviour is deemed severe enough the year team will issue a temporary suspension which will be communicated to student and home or a permanent exclusion will be communicated.

## Positive Behaviour



- We want to encourage positive behaviour in the Sixth Form and recognise the outstanding work of our students. We therefore track positive achievement rewards; this can be awarded to any student who has shown excellent work ethic both inside and outside of school. Again, this will be recorded on ECHO using the “Positive



recognition button”. They may also be awarded this for wider acts of responsibility and kindness as well as outstanding achievement in class. Students put forward for this will be entered for a positive rewards competition where they can win a range of prizes and privileges.

### **Expectations and Responsibilities**

- Students are expected to treat each other and all staff with respect, regardless of ability, race, colour, sex, sexuality or belief.
- RWBA has an equal opportunities policy which everyone is expected to comply with. Any form of bullying (including cyber bullying), harassment or offensive behaviour will be treated as a serious disciplinary offence.
- Students are expected to behave in a respectful and considerate manner and set a positive example to their peers in and around school.
- AT RWBA violence is not tolerated. Any form of violent and/or intimidating behaviour or behaviour which is likely to lead to violence, whether in school or reported outside school, will be treated as a very serious disciplinary offence.
- Students have a shared responsibility to represent RWBA in the wider community. This means that students are expected to demonstrate considerate behaviour in the local area. Broadcasting and publishing information about the school or members of the school community, in print, electronically or via mass media should only be conducted with the express approval of the Head of Sixth Form
- Students are expected to have high standards of personal appearance in line with the Sixth Form dress code.
- **Swearing and use of inappropriate language is not permitted in school.**

## Attendance and Punctuality

- Students are responsible for making sure their individual attendance and punctuality is maintained to the highest level in line with the school attendance and punctuality policy.
- Students are expected to sign in and out using their ID badges when arriving or leaving the school premises.
- Students are expected to aim for 100% attendance and punctuality. Attendance below 95% may require intervention from the student support manager.
- If a student is unable to attend school through illness or for a legitimate or authorised reason, the student's parents must notify the school of the student's absence by emailing on the first day of absence.

## Sixth Form Absence line – [abs@rwba.org.uk](mailto:abs@rwba.org.uk)

- Students should avoid making non-emergency medical or dental appointments during the school day. Where this is unavoidable but essential parents should notify the school in advance and where possible provide proof of the appointment.
- Students are expected to attend and be punctual for all lessons, iLearns, assemblies, Skills for Life days and all other student commitments.
- Students are expected to take responsibility for catching up on any work missed through absence on their return to school. **Work will not be sent home if students are not in school due to illness.**

## The School Environment and facilities.

- Students are expected to respect the school environment recognising that all members of the school are responsible for keeping our environment clean. Chewing gum is not allowed in school and food must be only consumed in allocated areas.



- Students are expected to treat the school property with respect and vandalism of school property or resources as a serious offence and may incur a financial penalty.
- Students are expected to use ICT facilities responsibly under the terms of the Computer and Internet Acceptable Use Policy.
- Students should not enter out of bounds areas, nor should they bring or invite unauthorised visitors onto the school premises.
- RWBA is a non smoking site. Students and Staff are not permitted to smoke anywhere in the buildings, on the school grounds, or in the immediate surroundings of the school premises, including the bus shelters. Cigarettes, e-cigarettes and any other smoking paraphernalia should not be visible to other students and staff whilst on the school premises.

### **Banned items**

- Students are not permitted to bring weapons onto the school site, whether they are used or not. This includes BB guns, knives, sharp objects including metal combs and dangerous items that could constitute a threat.
- It is a criminal offence to carry an offensive weapon and the school has the right to search anyone whom they suspect of carrying a banned item. There is 'zero tolerance' of weapons at RWBA and possession is likely to lead to a suspension from the school and involvement of the police.
- Students must not smoke, vape or drink alcohol or be intoxicated at any time during the school day and must not bring alcohol, illegal substances, or legal highs onto the school premises. Possession of these substances may result in suspension,
- The ban on these items extends to extra-curricular activities, school trips and other out of hours events.

If there are concerns that are raised by police or the requirement for a student to be searched or the possibility of force being used please refer to the whole-school "Behaviour for Learning Policy".

If there are concerns around students not meeting minimum requirements regarding any part of the Student Code this will be addressed in line with the Whole school policies. Friday afternoon Sixth Form Detentions will be used as a sanction for some breaches of conduct. Suspension will be used particularly where serious or persistent breaches of behaviour occur.

## Guidelines for Life in Sixth Form

### Times of the Sixth Form school day

Period 1 – iLearn 8.40 – 9.10

Period 2: 9.10 – 10.10

Period 3: 10.10 – 11.30 to include 20min breacktime

Period 4:11.30 – 12.30

Period 5:12.30 – 14.00 to include 30min lunchbreak

	Year 12	Year 13
Break	11:10 - 11:30	11:10 - 11:30
Lunch	12:30 – 13:00	13:30 – 14:00

Period 6: 14.00 – 15.00

All students are expected to attend every day and all timetabled sessions.

Year 12 and 13 are expected to attend every day from 8.40.

- Students are welcome to attend school from 8.00 every day if they wish. Tutors will be available every day in their tutor rooms from 8.40 – 9.10 to support students emotionally, academically or to support UCAS applications.
- During the school day Sixth Form students are free to come and go off site as they please however **this privilege can be revoked if students do not attend or are late to timetabled lessons.**
- At all times students must log into the building on entry and exit throughout the day via the kiosks.
- Students may leave the school site if they do not have any further commitments that day.

- Year 13 Students must attend core iLearn sessions even if they are then followed by study periods.
- Failure to attend on time to iLearn will result in truancy call being sent out to parents to explain absence from school.

### **Study Periods**

- The aim of the Study period is to encourage Sixth Form students to develop independence, self-motivation and good study habits.
- Students in Sixth Form will have some formally allocated study periods on their timetable and it is expected that during this time students are in school either privately or collaboratively with others working to support their curriculum knowledge.

**The common room is a social space and can be used during their designated break and lunchtimes only.**

### **Sixth Form Block**

- The Sixth Form block includes a dedicated Sixth Form block, study centre and common rooms.
- The Sixth Form block is open from 8am – 17.30 every day.

### **Breaktime and Lunchtime**

- Students can purchase refreshments and drinks from our common room.
- More substantial meals will be available from Terry's shack in the Canopy area. Payment for these will be via parentpay linked to Students ID cards.
- Sixth Form students are allowed off-site during the day but must ensure they return punctually to their lessons.
- Food brought from home or from outside providers can be eaten in the common room.

## **Tutors Role and iLearns**

- Students will each be allocated a Tutor Group
- These are compulsory and are designed to support student wellbeing, aspirational and focus on Students' holistic development.
- The Role of the Tutor is to provide day to day support and contact with the student and parents where necessary.
- Tutors will be available every day between 8.40 – 9.10.
- The Tutor is there to offer help and guidance but will also support students through the delivery of core iLearn sessions through the Pastoral Curriculum. These sessions are designed to prepare students for life after Sixth Form through several focus areas:
  1. Careers and UCAS/Apprenticeship applications.
  2. Reviewing progress, Exam preparation and coping with stress.
  3. Current affairs and debate. Discussion skills.
  4. Making personal choices about relationships. Drugs and alcohol. Social media. Finances and citizenship through iLearn and Skills for life days.

## **Mobile phones/electronic devices/laptops/tablets/headphones**

- Students are permitted to have mobile phones with them. These must be silenced and put away in lessons. They can only be used in lessons with the permission of the staff member.
- RWBA encourages students to bring in their own devices such as tablets, laptops etc these can be used in lessons and in study periods throughout the day.
- RWBA Sixth Form have an enhanced Wifi provision for use by students and staff that can be accessed using a school email address and login.
- All devices brought into RWBA will be the student's own responsibility to keep safe, the school will not take responsibility for these items.

## **Lockers**

- Sixth Form students have the opportunity to use a locker during their time in Sixth Form.
- Lockers are located in the Common room and allocated on a first come first served basis.
- Students will keep the locker for two years or until they leave RWBA Sixth Form.

## **Cars and mopeds**

- Students are permitted to travel to school using cars and mopeds, however these vehicles must be registered with Mrs Stubbs and driven and parked responsibly at all times.
- Vehicles should be parked in the Sixth Form Car Park in designated bays only.
- Parking is limited, so there is no guarantee that a parking space will be available to you, particularly if you leave during the school day or arrive once the day has started.

## Sixth Form Dress Code

Students attending Royal Wootton Bassett Academy Sixth Form are expected to dress in a way that reflects the high standards of our school.

### Students in the Sixth Form have a 'SMART CASUAL' dress code.

All students are expected to follow the dress code and sanctions may be put in place if it is deemed students are inappropriately dressed.

Please see and adhere to the guidance below

Appropriate for RWBA Sixth Form	Not appropriate for RWBA Sixth Form
Collared shirt	Sports and gym wear
Casual round neck T shirt/Polos shirt (No offensive logos or slogans)	Denim jackets
Smart trousers	Blue jeans/jeggins
Jumper, cardigan, jacket	Ripped clothes
Smart shoes/boots suitable for office work	Hats being worn in school
Plain coloured Vans/Converse or Nike Air style trainers only	Visible underwear/bare midriffs/ cropped tops
Smart tops which maintain modesty (Shoulders covered, no visible underwear)	Low cut tops
Black jeans	Flip flops/sliders or Espadrilles
Smart skirt or dress of a modest length (no more than 3cm above the knee)	Tracksuits
Tailored shorts (summer only)	Short skirts and dresses (should be appropriate)
Un patterned leggings only if worn under a dress or skirt.	Extreme hair styles or unnatural colours.
	Excessive large jewellery
	Tattoos should not be visible

Outdoor clothing such as coats and scarves should not be worn when inside the building.

For security reasons, students are expected to wear their school lanyard, so it is clearly viable at all times whilst in school.

## Sixth Form Enrichment & Super Curriculum opportunities

A key aim of the Sixth Form is to provide students with the opportunity to exercise independence and develop personal strength. Through these experiences students will be more prepared for the transition into the world of work or higher education and beyond, whilst also getting involved in new and interesting activities.

There is no set enrichment programme as opportunities constantly present themselves throughout the year.

We have five scheduled Skills for Life days to aid the delivery of some of these opportunities.

It is expected that students actively engage in face to face and online provision to support their interests and widened their holistic development.

Opportunities include:

- Duke of Edinburgh Award Scheme
- First Aid
- Whole school Music events
- Sixth Form Sporting events
- Debating
- Student Parliament
- Peer Mentoring etc.

The weekly Sixth Form Newsletter provides a huge wealth of resources that are current and available to students to apply for or get involved with.

**The newsletter is a must read!**

### The Super Curriculum

- Our Super Curriculum encapsulates all those activities that foster academic endeavour beyond the measurable outcomes of examination results. It includes (but is not limited to) wider reading, debate, public speaking, research, lectures and study tips.
- Each department will provide a range of subject specific enrichment opportunities designed to enhance students interest and understanding. During the year staff will signpost students to these opportunities.

- Students wishing to develop an area of academic interest in more depth will be able to take part in the Extended Project Qualification (EPQ). This involves students completing a university style research project in a topic of their choice.

Our colleagues at Rushcliffe Spenser Academy have developed a superb resource app that can be downloaded free of charge and gives suggestions and activities to support students in their personal statements and development of life skills.

### **What is the Super Curriculum?**

Super curricular activities are those that take your regular curriculum further. They take the subject you study in the classroom beyond that which your teacher has taught you or what you've done for homework. On this webpage and on our downloadable app, there are a range of activities, suggested by teachers for you to stretch yourself and explore your subjects. You will find our app available to download for iOS and Android. You can download for Apple devices

here: <https://apps.apple.com/app/id1560629360> You can download for Android devices

here: <https://play.google.com/store/apps/details?id=com.AppInstitute.u70c2>

### **The importance of super-curricular activities**

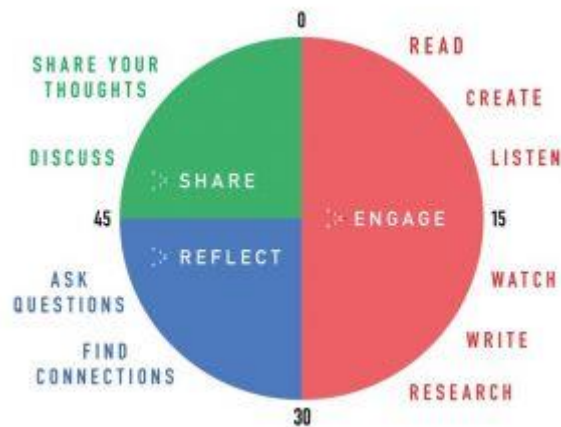
- To do well at A Level, it is important to have:
  - a) enthusiasm and curiosity for your subject and
  - b) the capacity for independent study.

Super-curricular activities can help you:

- *Choose a subject to study.*
- *Provide evidence on a personal statement or for an interview.*
- *Develop important skills.*
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### **The Super-curricular Hour**





By just adding in an hour a week of super curricular activities, you could be enhancing your grades and opening more opportunities for your future simply by broadening your understanding of a particular subject area. The chart above gives you an example of how you might wish to break down that hour of Super Curricular.

### The Careers Programme

On entering the Sixth Form, students are expected to have high aspirations for their future and to take charge of their own career development. Information, advice and guidance are provided throughout Year 12 and Year 13 to ensure that all students are able to make informed decisions relating to their future and have the right tools to make successful applications to the destinations of their choice.

### UCAS Applications

Students will be guided through all aspects of the university application process. Intensive one to one support is offered by the Sixth Form team and experienced tutor team. The 'Med Soc' group provides targeted support for students with ambitions to attend Oxbridge and Russell Group universities and for those aiming for careers in medicine, dentistry, veterinary science and law. The 'aspiring apprenticeship' group similarly provides support for those looking to gain an apprenticeship post 18. All applications are now managed by the UCAS Hub.

## **Work Related Skills**

All students will get an opportunity to develop critical employment-related skills such as interview performance and CV writing. Those wanting to progress onto Higher Apprenticeships, school leavers programmes or other employment can get support with searching placements and making applications.

Opportunities arise all the time and are advertised via the Sixth Form Newsletter.

## **Work Experience**

All Sixth Form students are encouraged to complete work experience during their time in Sixth Form this could be face to face or virtually. There is no set week and students must arrange any work experience independently and liaise with the school for support if needed. The online opportunities are incredible and are highly valued by Universities, however some companies still put together really valuable work experience programmes, should you be lucky enough to gain a place please let us know and we can help support any applications.

## **Where to go for help?**

Mrs Vaughan and Mr Matthews will provide specific guidance on courses, work experience and careers within Sixth Form. Please book to speak to either of them.

We also have a dedicated Careers Education, Information Advice and Guidance officer is based in the main school and students can arrange to attend a drop-in session or make individual appointments during their free periods. A range of careers resources are available and students will be guided towards other sources of help during Skills for life days by their tutors or the Sixth Form team.

## **Support in Sixth Form**

### **Academic support**

Within the Sixth Form we place a high level of importance on academic partnership between students and their teachers. Students are encouraged to

be independent and creative in order to support effective learning beyond the classroom. To support independence, students will have access to a wealth of resources specific to each A level/BTEC course the school Intranet. Further academic support will be provided from teaching staff and many faculties will offer intervention sessions, catch ups or revision classes. It is strongly advised that students, make the most of the additional help available.

### **Pastoral support**

RWBA Sixth Form is a supportive and happy environment to study in, The comprehensive system of pastoral care at Year 12 and Year 13 ensures that all our students are individually supported to achieve their very best. On entry to Sixth Form, students will be allocated to a Tutor whose role is to monitor their progress and welfare, develop their confidence and provide advice and guidance in the completion of their future career plans including applications to Higher education. Mrs Allen is the designated student support manager who is on hand to support any students with their concerns. Equally Mr Matthews as Head of Year is based in the same office to guide pupils.

### **Contact details:**

Mr Matthews – Head of Year 12/13 – [amatthews@rwba.org.uk](mailto:amatthews@rwba.org.uk)

Mrs Allen – Student Support Manager for Year 12/13 – [jallen@rwba.org.uk](mailto:jallen@rwba.org.uk)

### **Additional Learning Support**

Some students may require additional learning support to facilitate their education. Additional Learning support is available to students who have a different or additional learning need. EG may include students who require exam access arrangements or who have Educational Health and Care Plans. Support will be organised and reviewed by the SENCO.

### **Financial Support**

RWBA Sixth Form Bursary Fund is designed to support students who face financial barriers to them participating in education. The student bursary is used to contribute to the cost of transport, school books or equipment. Students must meet set criteria to be awarded the bursary support. More details are available from Mrs Stubbs.

Students in Sixth Form will also continue their entitlement to free school meals. All students meeting the eligibility criteria can access this by completing an application form available from Mrs Stubbs.

## **The Sixth Form Team**

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### **Mrs Katharine Salmon – Head of RWBA Sixth Form**

Has overall responsibility for the Sixth Form

### **Mrs Sarah Vaughan – Deputy Head of RWBA Sixth Form**

Is responsible for overseeing and monitoring the transition of students into Sixth Form and the support for higher education/UCAS/apprenticeships. To provide a comprehensive iLearn and Skills for Life programme to support the holistic development of Sixth Form students.

### **Mr Anthony Matthews – Head of Year 12 & 13**

Is responsible for overseeing and monitoring the academic progress, day to day conduct and pastoral welfare of all students in Year 12 & 13.

### **Mrs Jo Allen – Student Manager for Sixth Form**

Monitors and supports the welfare and progress of students

### **Mrs Hilary Stubbs – Administrative Manager to the Sixth Form**

Supports the day to day running of the Sixth Form, looks after admissions and student bursary payments.

In the event that students raise a safeguarding concern, we ask students to come and talk to any of the year team to support them and will follow the whole school safeguarding policy.

## Code of Conduct

Please sign and agree the following to say you have read and agree with the terms within the handbook.



Name:

Address:

Contact Number (used in case of emergencies e.g exam):

Signature: