



SIXTH FORM HANDBOOK

2020-22



NAME:
FORM:

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CATHOLIC: AN IMPORTANT WORD

Whether new to Stuart Bathurst or not, you will be aware that we are a Catholic Sixth Form within a Catholic School.

In essence this means that we are a RELIGIOUS community. We all benefit from this fact in a variety of ways.

For example:

- We profess a strong faith and moral code.
- We put a great deal of emphasis on the pastoral care of all members of our community.
- We have a clear understanding of the presence of God in our lives.
- We believe that each person is a unique individual, loved by God.
- We believe that religious and moral education has a vital place within education, as does the practice of our faith.

Our School Mission Statement:

***"to do and be
of our best".***

Joining Stuart Bathurst's Sixth Form means, at the very least, an acceptance and support of our religious community and its practices, regardless of personal belief. What does this mean?

There will be times that you are required to attend services or practices for services i.e. Holy Days of Obligation such as Ash Wednesday. These are times when the whole of our community come together to worship. On other occasions, services will be voluntary (weekly masses). You will be required to participate in Form group and Year assemblies. Charity events are organised on a regular basis. Your support for these events is essential; you are an example to our younger students!

As a community, our educational aims and our religious beliefs and practices cannot be separated. They are closely intertwined!

As a Catholic school we aim to provide an environment where background, personal growth and faith are brought into harmony. We seek this through the subjects we study, in the light of the gospel and by providing an experience of being served, accepted and valued in a way that reflects the example and attitude of Jesus.

At Stuart Bathurst Catholic High School we, therefore, aim to operate an educational philosophy which:

- Places prayer, liturgy and worship at the heart of school life; both celebrating and fostering the development of faith in each individual within the school community.
- Recognises the importance of a purposeful link between home, parish, school and community as a preparation for the student's role as a Christian in the modern world.
- Strives to make our student's experiences of relationships within the school productive and positive and seeks to cherish and develop what is good through mutual respect and understanding.
- Promotes the growth and development of the whole person to their full potential by ensuring that their curriculum experience is within a Catholic context and where the student can be supported in acquiring skills, knowledge, positive attitudes and moral values.
- Provides a Christ centred setting whereby all can live, experience and celebrate the love of Jesus.



SIXTH FORM TEAM

Assistant Headteacher with Responsibility for 6th Form

Mrs Jordan will have overall responsibility and authority over all matters pertaining to Key Stage 5 - namely years 12 and 13 - including:

- Admissions to 6th form
- Behaviour in 6th Form (during the whole school day)
- UCAS registration and applications
- References
- Level 3 course guidance
- Pastoral care arrangements and procedures
- General RE Programme
- Parental Engagement
- Catholic Life in the 6th Form
- Data and Target setting
- Intervention and attainment

CONTACT

0121 556 1488 ext.123

ysabel.jordan@stuart-bathurst.org.uk

Sixth Form Student Services Co-ordinator

In the 6th form at Stuart Bathurst, Ms Meacham's role will be to assist every student in Year 12 and 13 with all pastoral matters. Ms Meacham's role will include direct supervision and monitoring of:

- learning bursary applications
- attendance/punctuality (daily and subject)
- behaviour
- all trips (University and activity)
- uniform issues
- 'study room' management
- planned absences
- parental engagement (first instance)
- voluntary work monitoring
- mentoring support
- Extra-curricular activities
- Committees Co-ordinator

CONTACT

0121 556 1488 ext.145

julie.meacham@stuart-bathurst.org.uk

If you should have any questions regarding any of the above please see Ms. Meacham in the first instance and Mrs Jordan for further clarification if needed.

SIXTH FORM TUTORS

Mrs R Wright
Miss F Ward
Mrs K Greenhalgh
Mrs Z Torsney
Mr A Virk
Mr P Sandhu

AS & A LEVEL PROGRAMME

All students should follow 3 or 4 A Level or BTEC/CTECH courses in Year 12. Students will study the subjects chosen and will, in general, be assessed on three modules per subject.

The schedule for completing the work in just over two terms will be challenging. We cannot over stress the importance of attendance and holidays should only be considered in the normal holiday period.

When students have completed the AS examinations, teaching will commence immediately on the second part of the programme (A2). It will be necessary to complete five-six weeks study on the A2 before the summer holidays begin. Results for the AS programmes will be published in mid-August. Students will then have time to consider their second year of study in the light of their results and the initial six weeks teaching of the A2.

Your Sixth Form study programme has five parts and is designed to enhance your future employability or Higher Education opportunities.

Intermediate Year 1/AS Level Programme
(3-4 courses)
Certificate in General RE
Sport & Recreation
Tutor Period

Extra curricular:
WEX; Retreat programme; O.A.P.
Christmas Party etc

If you are hoping to gain a modern apprenticeship or apply to University you will be requested to show evidence that you have acquired a wide range of skills

and interests. Therefore it is important that you use the opportunities presented in Year 12/Year 13 and success in all five aspects will be included in your Job/UCAS Reference.

Study Time:

12-15 hours per week outside of the Sixth Form day.

Now you're in the Sixth Form you will have time set aside for study. All courses require research, reading, and revision of notes. Regardless of work set you should never say, 'I've no work to do'. You need to understand your notes. Review them after your 'A' level session and discuss problems as they occur with the subject tutor.

You are expected to use your initiative to organise an effective Study Programme. However, you are not alone...

The following can be consulted if you are in difficulty:

- Subject Tutors
- Personal Tutors and Mrs Jordan
- Librarian/Connexions support

Don't agonise on your own. Seek help!! ... before deadlines.

Part Time Jobs

Part-time work is obviously very valuable. However, research suggests that anything over nine hours part-time per week will have an adverse effect on your results next summer.

Don't be short sighted and over commit yourself.



SIXTH FORM LIFE

Enrichment

Employers and Universities are looking for students/workers who can contribute above and beyond academic study. Priority will often be given to students who show that they have contributed to their community or taken part in worthwhile activities outside of lessons. Students who give examples of such involvement, are showing ENRICHMENT.

Opportunities for enrichment within the Sixth Form include:

Retreat

Duke of Edinburgh Award

Voluntary Work

Charity activities

Classroom support

Chaplaincy team

S.E.N. support

Theatre Trips

Young Enterprise

SVP

Amnesty International

Peer mentoring

Lectures at Birmingham

University

Students applying for Medicine/Law/Dentistry/Veterinary Science should organise work placements in holiday time.

Sixth Form Council

(6th Form Charities & Leaders)

The Sixth Form Council meets each month to discuss issues and events. Each Tutor group votes for a male and a female representative. The Chair of the Council will ask groups to indicate items for discussion. This is a key forum for your views and opinions to be expressed and heard.

Entertainments Committee

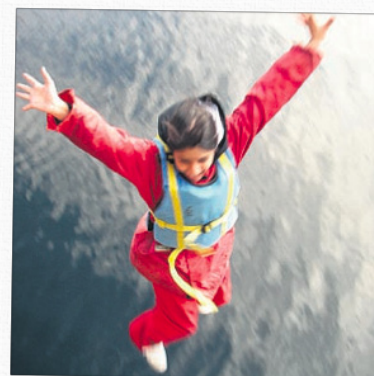
One representative per tutor group. This committee plans and prepares entertainment activities. Please support this committee by your involvement in activities and new ideas. Typical outline of entertainments programme: (to be confirmed)

Sixth Form Quiz

B.B.Q.

Year 13 Leavers Ball

Year 12 Trip



THE SIXTH FORM DAY

By accepting a place within the Sixth Form, students agree to daily attendance in Year 12 which includes: Morning Registration time up to and including afternoon Registration as a compulsory part of the academic day. You must not leave the premises during this time. This includes visits to the local shop for 'sweeties'! At LUNCHTIME students may leave the premises (remembering to sign out) but must return for 2.10pm. Photocopies of the signing out book will be handed to tutors each week for checking. For 'Emergencies' see Mrs Jordan and Miss Meacham and explain the issue.

All students are on a full time programme and we expect one hundred per cent attendance.

Absence Procedure

In case of illness or unexpected absence, a parent should telephone the School by 8.30 a.m. and leave a message with the Receptionist. Remember that teaching Sixth Form groups can seriously be affected by casual absence. Members of staff plan work for the whole group in advance and it is your responsibility to yourself and others in the group to be present at all times.

Known Absence

Students must inform Miss Meacham in person before the absence. This will ensure that all teachers/lessons affected are made aware of your absence. 'Doctor' or 'Dentist' is insufficient as a reason; please include place and telephone number. If your appointment is first thing in the morning, then complete the form the day before. Absence from lessons without completion of an absence Form will be regarded as unofficial and breaking your contract!

Driving lessons

For Year 12 & 13 students driving lessons are not permissible during school hours i.e. 8.50 – 3.15pm.

Signing Out

Period 1-5: Students are only allowed to sign out if urgent appointments cannot be made at any other time. You must seek the permission of teachers by completing the tutor notification Form.

Without this Form, absence will be regarded as breaking your contract of attendance!

Knowledge of absence the day before: Complete the process as above. Notification forms should have details of where you will be; name of place and telephone number, NOT simply 'DENTIST'!

Leaving the premises

HEALTH and SAFETY warning!!!!

Students must not leave the premises without completing the 'Notification to Tutor' form and signing out!

Students who leave the premises and contravene our Health and Safety rules endanger lives!

This is a more significant issue than not attending lessons!

Unless given permission, or on a verified trip, students in Year 12 must be on site at all times from registration up to lunchtime. Short trips to the local shops are not allowed in this time!

DRESS CODE

Smart informal office wear.

The dress code is about appearance and attitude. You are expected to dress in accord with a place of work. All Sixth Form students are required to wear a suit and adhere to the following:



NO to jeans or denim style clothing or tracksuits/leggings or leggings type wear.

NO to shorts / $\frac{3}{4}$ length trousers for male students.

NO to shorts above the knee for female students.

NO to T- shirts, sports tops or writing on tops (a small sized logo is acceptable but not preferred).

NO to trainers or hybrid trainers/canvas shoes/casual shoes/flip flops.

NO to outdoor hats or jackets worn inside the building.

Dance/Sports students must bring kit with them, not to be worn all day around school.

Skirts **MUST** be close to knee length.

Short skirts are not allowed!



YES to fully buttoned shirts for males and plain tops for females.

YES to Sixth Form Tie (gentlemen)

YES to BLACK only trousers, suits, skirts.

YES to shoes, sandals, boots.

Mobile Phones

Sixth Form may use mobile phones only in the sixth form area outside of normal lesson time or outside the building.

They must not be used in classrooms or corridors.

ATTENDANCE & PUNCTUALITY

Attendance at ALL lessons is essential. Your contract stipulates this.

If for any genuine reason you cannot attend a lesson, the member of staff involved must be informed beforehand. If that member of staff is unavailable then you must inform the Head of Department or Head of Sixth Form. Deliberate absence will be regarded as breaking your formal contract. The sanctions in place are the same as those for leaving the premises without signing out or for leaving during the compulsory part of the Sixth Form day.

Students with 95%+ attendance will normally have holiday absences approved.

Attendance Boundaries

% days attended

100-99% Excellent.

Your reference will highlight attendance as a real sign of commitment.

96%+ Very good attendance.

Attendance will be highlighted in any reference.

94%+ Satisfactory attendance

Be careful not to let it slip!

Below 90% Attendance is a concern.

Your Form Tutor will speak to you. You are beginning to endanger your reference and academic success.

Below 85% Attendance is a real concern.

Unless your Form Tutor has clear evidence of medical issues, your parents will be contacted and deep concerns expressed. Continuation of your course is at risk! You will be placed on a contract.

Below 80% Continuation into Year 13 is at risk.

Unless there is clear medical evidence to explain this very low level of attendance, the Head of Sixth Form will contact parents to arrange a formal interview with them. . You may have to pay for all examination entries privately. A contract will be put in place.

Approved visits are marked as attendance!

Complete the 'Request for Authorised Absence Form' available in the Study Room.

Attendance Panel

Students failing to meet the expected 96% attendance and punctuality boundary will be invited with their parents, to have an attendance panel meeting with the Assistant Headteacher, Sixth Form Student Services Co-ordinator and the Education Welfare Officer.

Targets will be set at this meeting and students placed on an attendance contract, which if broken, will result in the withdrawal of a place at Stuart Bathurst Catholic Sixth Form.

Punctuality Boundaries

Number of recorded lates

0-5 Excellent punctuality.

This will be highlighted in any reference. Well done! If combined with excellent attendance, you will be rewarded and recognized for your commitment.

6-10 Punctuality is becoming a concern.

Your Tutor will speak to you and target any causes of your poor punctuality.

11-15 Your punctuality is now a real concern!

Your Form Tutor will contact your parents via phone or letter. You MUST put in place measures to ensure good punctuality. EMA will not be paid each week there is a 'Late'!

16-20 Your lack of punctuality is unacceptable.

You will have a formal interview with the Head of Sixth Form and you will be placed on a contract. Both you and your parents will be informed that all other 'Lates' will result in your being sent home. In addition your reference will contain a total tally of your 'Lates' and if significant and immediate improvement does not occur, your place at Sixth Form will be at risk.

21+ You have ignored advice and sanctions.

More serious measures will occur; the least of which will be an interview with you and your parents! Your continuation with courses will be called into question.

SUCCESS IN THE SIXTH FORM

Success requires you do take an active part in your own learning. Tutors and subject tutors will support you and give you feedback on the progress you are making. Remember to talk through ideas and plan your time effectively. Enjoy the challenges, be positive and make a commitment to your study. The rewards will be great!

Organise Your Time

Naturally, you want to make the most of your opportunities whilst in the Sixth Form. Using your time effectively will help you concentrate on your goals and realise your expectations.

- You need to translate long-term goals and expectations into everyday activities, and so produce a **PERSONAL ACTION PLAN**.

- Use schedules to map out your action plan.

An annual schedule will provide an overall framework in which to work.

A weekly schedule will identify your regular commitments and the time left to undertake remaining activities.

A daily schedule will help you to plan and re-plan effectively.

Consider

- the length of time available
- the priorities of work to be done
- the type of work to be undertaken
- the amount of consecutive time each task requires.

Planning & Preparation

- draw up a weekly schedule of fixed activities
 - try to complete at least one major task each day
 - concentrate on the most important work
 - undertake important and difficult tasks when you are at your best
 - set time limits for tasks and stick to them
 - begin as early as possible
 - split work into small units so you can see your progress
 - prepare for work by having all you need at hand
 - work in an environment that you feel comfortable in - Not the Sixth Form Common Room!
 - do things well
 - avoid interrupting yourself.
- Jot down a suddenly remembered job or idea for later attention
- keep ideas, plans and schedules in one visible and accessible location
 - ask yourself - am I using my time wisely?

Sixth Form Duty

Sixth Form Duty is compulsory. Year 12 duty begins in January and ends in January of Year 13. Students support staff in key areas of supervision for one break, or part lunchtime, per week minimum.



HOW TO SUCCEED AT A LEVEL

To achieve success in the Sixth Form, students and staff work together as a team.

Staff Responsibilities

- At the start of your course staff will give you the appropriate specifications/plan and details of the course. You will be given information on the assessment requirements for your course as well as any major deadline dates.
- Your tutor will give you an academic diary to help you develop your organisational skills.
- Staff will work with you on study skills: revision techniques and time management for their own course. Some Departments will organise extra activities such as revision days. You should give priority to these activities.
- At the start of the course staff will explain marking systems and the grades to be used.
- Staff will be prepared for lessons, will use a variety of teaching methods and the lessons will begin on time. Dictation will be avoided.
- Staff will set regular work with realistic deadlines. This work will be marked and returned to you with feedback so that you can learn from what you have achieved.
- Major deadlines for exams or coursework will be published well in advance to help in your preparation.
- Coursework will be broken down into clear stages with regular dates for monitoring.
- Staff will check your folders/notes and you will be given the opportunity for one-to-one review/discussion with staff to help in the monitoring of your progress. This may occur in lesson or in 'free' study time.
- You can expect praise for work and effort.
- If staff are absent work will be set for you.
- Staff will give you the opportunity to review the course.
- If staff are concerned about you in any aspect they will contact your tutor, Ms. Meacham or Mrs Jordan.

Student Responsibilities

- Maximum effort in lesson time and on home study.
 - Taking responsibility for your studies, responding positively to staff feedback.
 - Practice doing past exam papers.
 - Take advantage of all assessment opportunities and complete to the best of your ability.
 - Attend pre-arranged meetings. These may be in 'free time' on occasions.
 - You need to make sure that you write down all of the work set (nobody has a perfect memory!) Use the academic diary given to you to record 'hand in' dates for work set.
 - You must ask for help when you need it – sounds simple but you would be surprised how many students get into a mess because they don't like to ask. Teachers are there to help – make their day – ask a question or two! Also make sure that you do understand any feedback that you are given – keep asking until you understand perfectly!
 - You must organise your work, including revision and make sure you meet all deadlines (your tutor will help you to schedule your work – just ask nicely!)
- If, after attempting the work, you find that you are having problems, you must see the member of staff before the deadline. Staff are always willing to help – providing you are willing to try.
- Lessons must start and end on time. You must attend all lessons. If you are absent you must see your teachers as soon as you return, to collect any missed work. If you are going to be absent you must see all of the members of staff who will be affected, in advance.
 - Your progress will be reviewed at least once a term. You should be prepared to give staff feedback on your performance and feedback on the course.
 - You are given study time – please remember that others are trying to work (you probably have work to do as well) so work quietly. The Library and Study Room are for independent quiet work. If you need to discuss ideas with other students then use a free classroom.

EFFECTIVE STUDY SKILLS

All Post 16 courses involve a good deal of reading and new information!

How to be an Effective Learner

- Slow Reading for in-depth study.
- Rapid Reading for overall comprehension.
- Skim Reading for getting the overall idea.

Slow Reading

- Read a section and then check understanding by re-reading.
- Consider opinions which may differ from yours.
- Weigh evidence and look for contradictions.
- Make notes of the topic and your own reactions.
- Read with an enquiring and critical mind. If the author poses a question, consider the answer; ask yourself questions. Is it convincing? Is it biased? This not only helps you to form criticism but to concentrate as well.
- Do not believe everything you read. Distinguish evidence from criticism.
- What is unsaid (economy with the truth).
- Take regular breaks after about one hour of this kind of reading.

Rapid Reading

- The most useful speed should give 60 - 70% comprehension.
- Make your eyes move rapidly forward and do not glance back. You should find you are reading groups of words, not one at a time.

This does not mean non-stop reading; pause for thought when you need to. For rapid reading read only for short periods with shorter breaks.

Skim Reading

- Let your eyes skim the page.
- Notice the signposts such as chapter headings/sub headings, words in bold etc.
- Look for tables, diagrams that summarise large areas of the topic: (a picture tells a thousand words).
- Read first paragraph of each Chapter and Chapter Summaries
- Be prepared to ignore chapters or paragraphs etc. that are not essential to you.
- Use contents pages or index to locate only information needed.

PLAN YOUR READING TIME.

Review what you have read, check your findings and make notes.

Note Taking

All Sixth Form students will have to take notes.

Purposes of note-taking:

- Force active listening
- Exam Preparation
- Test understanding
- Impart information
- To serve as a basis for a piece of written work.
- Improve succinctness
- Revision; to act as an aid to memory
- For reference, to help recall material not readily available again

Tips for taking effective notes

- Do not try to write down every word. Listen for Key words and phrases and then make a note of them.
- Go for good layout of notes using headings and sub headings so that the argument and Key points are clear when read later.
- Keep all of your notes for each subject in a strong folder. Discard crappy bits of paper:

Review your notes

Review the notes within 24 to 36 hours. Fill in any extra details, which you remember from key words. Review again in an odd five minutes a week or so later to help fix the content in your mind. THIS IS THE REASON FOR YOUR STUDY LESSONS ON YOUR TIMETABLE.

When reading books

Take notes according to the purpose in hand. Don't copy the Text - Summarise the content. If you copy use quotation marks so that you know in the future which were your words, and note the page number - you will need it in a reference.

THINK and note your comments or criticisms on paper - you may not remember them later.

Always note the author; title, publisher and date and the page from which notes were taken.

Techniques

- Spider diagram
- Lists and bullet points
- Flow charts
- Headings and sub headings
- Highlighting and use of colour
- Sequencing
- Visual contexts (time graphs, graphical images, mind maps)

WHAT HAPPENS IF THERE ARE PROBLEMS?

We hope that there will not be any problems – but just in case, you need to understand the procedures that will be followed.

If you have any concerns regarding a particular lesson:

1. Speak to the teacher involved.
2. Refer the matter to your tutor (they are there to help) if the concern persists.
3. Remind your tutor until the situation is dealt with to your satisfaction (we don't have perfect memories either!)

If staff have concerns about your punctuality, attendance, failure to meet deadlines:

1. Staff will discuss this with you first – and your tutor.
2. If the concern persists – staff will involve Mrs Jordan. Your parents will also be informed to help you to sort out the problem.
3. The next stage involves Mrs Jordan arranging a meeting with your parents to discuss your future in the Sixth Form.

If you fail to meet a deadline:

Unless you have previously discussed your problem with the member of staff, you may be asked to leave the lesson until you have caught up with the work. You will be asked to return at the end of the lesson with the completed work. The reason that meeting deadlines is so important is simply because the work that you produce is often needed to demonstrate your understanding or preparation for the next topic etc. Staff do not set work because we like marking – remember you only have to write one essay/piece of work – the member of staff has to mark many more.

If you are asked to leave a lesson the member of staff will inform your tutor and a letter will be sent home expressing the concern.

Changing Courses

Occasionally students find that they are unhappy with the courses they have chosen. If you find yourself in this situation, act sooner rather than later. You should:

- Consider honestly why you are unhappy and see if it is something you can tackle yourself.
- Speak to both your tutor and the subject tutor about your concerns.
- If you are still unhappy, arrange to see Mrs Jordan who will discuss the situation thoroughly.
- Course changes must be approved by all relevant staff. A 'Proposed Change of Course letter' MUST be completed. Until this is done, all lessons must be attended.
- All books must be returned promptly once you have changed or completed a course.

Remember:

Changing courses is a serious decision and only to be done when the above procedures have been followed.

DO NOT:

- Keep quiet and hope the problem goes away.
- Avoid the problem by being absent.
- Make decisions without speaking to all concerned.

We are here to help!

A DISCIPLINARY / SANCTIONS CODE FOR SIXTH FORM STUDENTS

“A discipline system for the modern sixth-form needs to be modelled on good practice in the adult world.”

Students may become subject to disciplinary procedures for one of two major reasons:

- a) misconduct
- b) problems with work

There is a graduated series of measures.

For serious matters one or more stages may be omitted.

1. Informal Warning

Given by a subject teacher or a form teacher. Not recorded on the student's 'file'. Not necessarily reported to Assistant Principal (Sixth Form) or pastoral staff. May be reported by the teacher to parents or guardians of a student, for example at a parental consultation evening. Sanctions may include supervised private study. This should not be with younger pupils.

2. Official Verbal Warning

Given by Head of Department or Assistant Headteacher (Sixth Form). In former instance, Assistant Headteacher (Sixth Form) informed or consulted as appropriate. Warning recorded on student's 'file' and an official letter sent to parents of student under eighteen, and to parent and student, if student over eighteen. Possible sanctions may include temporary suspension from privileges or use of facilities, or being placed on 'report'.

3. Official Written Warning/Contract

As verbal warning but letter/contract will be more explicit and require action on the part of the student.

4. Working at home/Exclusion for Misconduct

The Assistant Headteacher (Sixth Form) may insist that a student should stay away from school, or not attend all or part of their course, for a given period; this is particularly the case when a student fails to attend a lesson! Serious misconduct may result in a recommendation to the Headteacher that he exclude the student concerned.

5. Suspension/Exclusion for Academic Failure / Poor Work Ethic

If a student consistently fails to work to an approved standard, or to complete essential modules/assignments, he/she may be required to withdraw from the school roll. However, in keeping with our mission as a Catholic School, we believe that the interests of the student are paramount, and therefore discussion with all parties concerned, including parents, would be sought in an attempt to resolve problems before they reached this point. Action of this nature may follow the recommendation of the Assistant Headteacher (Sixth Form) to the Headteacher that such action is necessary.

SIXTH FORM CONTRACT

For Sixth Form students and parents

By accepting your place at SBCHS you are agreeing to the conditions below

This Agreement identifies the service, support and contribution which students, parents and Sixth Form may reasonably expect in order to help fulfil our mission.

Stuart Bathurst Catholic High School undertakes to provide:

- a distinctly Catholic ethos, with strong emphasis upon religious, spiritual and moral development.
- high quality teaching of programmes of academic study suited to the ability of each student in line with the demands of examination syllabuses.
- opportunity for the spiritual development of each student through the General RE programme, Christian assemblies, the liturgy, retreats and the ethos of the school.
- academic advice, guidance and appropriate marking of work including:
 - reliable and impartial advice about choices and routes
 - clear and accurate information about: courses and qualifications, facilities and entry requirements
 - how courses will be taught and assessed, and how students' learning will be managed
 - careers advice
 - rules, expectations and arrangements for security and safety
 - regular assessment of students' work in line with published assessment and marking policies within the school/Sixth Form
 - regular assessment of progress through tutor interview and target setting.
 - regular reports on students' progress, including an annual full report in line with legal requirements.
- regular consultation evenings, including information on Higher Education.
- a programme of personal, social and health education.
- prompt alert of any difficulties or, e.g. attendance or lack of effort.
- clear procedures for dealing with problems.
- appropriate and detailed student references for higher education or for employment and other purposes.
- opportunity for a period of work experience. Students may arrange a suitable placement in liaison with subject tutors and with the prior approval of the Assistant Principal (Sixth Form).
- opportunity to contribute to decision-making processes within the school, through the work of the Sixth Form Council and the School Council.
- opportunity to attend a reasonable number of Open Days and interviews at Higher Education institutions, and to attend interviews for employment.

The Contract and Parents

The role of the parent evolves through secondary school, as more and more responsibility can be accepted by the student as an emerging adult. However, parents may still support students in the following ways:

- By supporting the school's Catholic ethos; its systems of rewards and sanctions, and reinforcing as necessary the school's expectation of conduct, attendance and dress.
- By taking an interest in the student's work and supporting his/her study.
- By monitoring school work, and the balance of part-time jobs with school study.
- By attending consultation evenings and parental information evenings.
- By sharing concerns about health, education or conduct.
- By providing letters to explain student absence from school.
- By supporting the extra-curricular activities of the school.

The Contract and the Student

By the time of entry to the Sixth Form, students have taken much more responsibility for their own lives. The Agreement recognises this development and seeks to support students in their emerging adulthood. Stuart Bathurst Catholic High School expects the following:

- Students must attend school regularly. An average of 96% attendance is expected of all students, and a drop below this level will entail action by pastoral staff.
- Students must attend school punctually. Lateness more than once in a two week cycle will entail action from pastoral staff. Students must be punctual for lessons and be properly equipped for them.
- Students will support the Catholic ethos of the school, attending compulsory General RE lessons and taking advantage of opportunities for spiritual development, e.g. retreats.
- Students should make sensible and responsible use of non-contact time and study periods. All students should spend about 4/5 hours per subject per week in private study, much of this will need to be carried out at home. Study periods should be spent in the library or Sixth Form study area. A student planner is used to support students' study time. 'Free' time may be spent on further study, in the common room or on approved activities. Disruption or distraction to other students/teachers is unacceptable.
- Students should not undertake paid employment during the school day, and should be mindful of a suitable balance between the need for financial independence and the need to complete work and study required to achieve qualifications.

Research suggests that students working more than twelve hours per week in part-time employment gain worse results!

- Students must not leave the school premises during the school day except during lunch break. Students may be authorised to work or study off site in certain circumstances such as in study leave for examinations or in visiting places connected with courses of study. Students must comply with school regulations as published for signing out and in during the school day. Routine medical and dental appointments should not be arranged to occur during the Sixth Form day.
- Students must observe the Sixth Form dress code. As the senior students within the school, Sixth Formers are expected to dress smartly, and in a manner which gives good example to younger students (see Dress Code).
- Sixth Form students accept a share in the responsibility of supervising younger members of Stuart Bathurst in the role of Prefects.
- Students must take part in course and class activities, and attempt all work required of them by their teachers, and should complete all homework and coursework, as appropriate. Students are expected to support Stuart Bathurst in its religious, music, drama and sporting activities and accept reasonable demands which these make on their time, even in the evening and at the weekend.
- Students should show respect for themselves, for each other and for everyone else they come into contact with at school.
- Students should observe the non-smoking and alcohol-free environment of the school and especially be mindful of the example offered to younger students.

Student Signature:

.....

Print Name:

.....

Date:

.....

BURSARY GUIDANCE

From September 2011, EMA was replaced with a new £180m bursary scheme. If you're aged between 16 and 19 years and face financial hardship while you're in full-time education you may receive a bursary.

Schools, colleges and training providers will be responsible for awarding bursaries to students. For most bursaries they decide on the amount, when it is paid and whether it's linked to behaviour or attendance, except for those most in need.

Those most in need, such as those in care, care leavers or those claiming income support will be guaranteed a bursary.

16 – 19 Bursary Fund

As you may be aware, the government had made changes to the financial support available to sixth form students with lower than average household income. The purpose of this page is to explain these changes.

Background

Since September 2011, the school has administered the 16-19 Bursary Fund. The amount of funding available for each school to distribute through the bursary funding has been determined by the government. In total, the amount available for distribution does not match the amount available previously under the old system of EMA. Stuart Bathurst is therefore committed to distributing the bursary fund to those students with the greatest need. The notes here give further detail on the bursary fund, how applications can be made and how decisions will be reached.

SBCHS Bursary Eligibility

To be eligible to be considered to receive a bursary a student:

- must be under 19 on the 31st August in the academic year in which he/she starts the programme of study.
- must satisfy YPLA residency criteria

To continue to receive an agreed instalment based bursary a student must satisfy the following conditions:

- The student must not have unauthorised and unexplained absence or lateness from lessons or from school
- The student must not have broken the terms of the Sixth Form contract.

Bursaries are paid either through instalments (where appropriate) or by a one off payment in support of a specific need, as outlined in letters of application. At the end of each term a review will be made of how well these conditions have been met and adjustments may be made to any agreed future allocation.

BURSARY LEVELS

There are two levels of Bursary payment:

Level One

This is fixed at £1,200 per year and is designed to support the young people in most need. These have been identified by the government as:

- young people in care
- care leavers
- young people in receipt of income support
- disabled young people in receipt of Employment

Support Allowance who are also in receipt of Disability Living Allowance.

The school will seek to identify students who are eligible for a level 1 bursary. Parents/carers will need to provide appropriate documentation to prove entitlement, for example a letter setting out the benefit to which the student is entitled, or written confirmation of the student's current or previous looked after status from the local authority which looks after him/her or provides the leaving care services.

Parents/carers who wish to apply for a level 1 bursary should use the school application form (see below).

Level Two

Other students may be eligible for a smaller one off bursary payments. These will be determined by the school on an individual case by case basis. We will seek to target our bursary awards toward students facing financial barriers to participation. The amount that will be paid will be dependent on the number of applications for assistance received and the size of the bursary fund allocated to the school by the government. To enable the school to make an informed decision the parent/carer may be requested to supply documentation e.g. indicating entitlement to Income Support, Tax Credits or a P60 for the previous year, as proof of income and/or earnings. Students currently or previously in receipt of free school meals are not automatically entitled to receive a bursary, but this may be taken into account.

Parents/carers who wish to apply for a level 2 bursary should use the school application form (see below).

Changes in Circumstance Over the Academic Year

A small contingency amount will be retained from the overall bursary fund so that some support could be available in the event of a sudden deterioration in the financial circumstances of a student. Payments to students may also be adjusted to take account of improvements in a student's circumstances.

Application

Those wishing to apply for a bursary must complete the application form, which will be available from the sixth form office, the finance office, and on the school website. (If your circumstances deteriorate during the academic year, you should speak to a member of the sixth form management team).



LEVEL 1 : 16-19 BURSARY APPLICATION FORM

TO BE COMPLETED BY THE STUDENT

Surname:

First Name:

Date of Birth:

Address:

Are you in Local Authority Care? Yes / No

Supporting documentation enclosed Yes / No

Are you with Foster Parents? Yes / No

Supporting documentation enclosed Yes / No

Are you a care leaver? Yes / No

Supporting documentation enclosed Yes / No

If you are not living with adults who are mainly responsible for you and you are not in care do you currently receive income support? Yes / No

Supporting documentation attached Yes / No

Are you a disabled student who receives employment support allowance and disability living allowance? Yes / No

Supporting documentation attached Yes / No

Student Declaration:

I understand that any bursary I may receive is dependent on meeting the following conditions:

- The student must not have unauthorised and unexplained absence or lateness from lessons or from school
- The student must not have broken the terms of the Sixth Form contract

I understand that if I fail to meet these conditions, my bursary payment will be reduced or withdrawn.
The information on this form is correct to the best of my knowledge.

Student Signature:

Print Name:

Date:

Please submit applications and supporting documentation to the Headteacher before the deadline.

If your circumstances change you should inform the school immediately so that an adjustment may be considered.



LEVEL 2 : 16-19 BURSARY APPLICATION FORM

TO BE COMPLETED BY THE PARENT/CARER

Parent/Carer's Details

Surname/Family Name:

Address:

.....

.....

Relationship to student:

.....

Student's Details

Surname:

First Name:

Date of Birth:

Does the student named above live with you at the given address? Yes / No

Are you currently on income support or other means tested benefits? Yes / No

Supporting Documents enclosed Yes / No

What is the total family income for the last tax year? £

Supporting Documents enclosed Yes / No

Was your son/daughter eligible for free school meals in year 11? Yes / No

Supporting Documents enclosed Yes / No

Do you meet UK residency conditions? Yes / No

Supporting Documents enclosed Yes / No

Student Declaration:

I understand that any bursary I may receive is dependent on meeting the following conditions:

- The student must not have unauthorised and unexplained absence or lateness from lessons or from school
- The student must not have broken the terms of the Sixth Form contract

I understand that if I fail to meet these conditions, my bursary payment will be reduced or withdrawn.

The information on this form is correct to the best of my knowledge.

Student Signature:

Print Name:

Date:

Parent/Carer Declaration:

I understand that any bursary award my child may receive is dependent on meeting the following conditions:

- The student must not have unauthorised and unexplained absence or lateness from lessons or from school
- The student must not have broken the terms of the Sixth Form contract

The information on this form is correct to the best of my knowledge.

Parent/Carer Signature:

Print Name:

Date:

As a Catholic School we aim to provide an environment where background, personal growth and faith are brought into harmony.

We seek this through the subjects we study, in the light of the gospel and by providing an experience of being served, accepted and valued in a way that reflects the example and