

# BROOKSBANK

## SIXTH FORM

Supporting you to succeed

PLANNER  
2019 – 2020



NAME:

FORM:

# **BROOKSBANK**

## **SIXTH FORM**

**Supporting you to succeed**

### **PLANNER**

#### **PERSONAL DETAILS**

NAME:.....

FORM:.....

HOME ADDRESS:.....

.....

.....

.....

MOBILE NO:.....

PC NETWORK USER NAME:.....

# SCHOOL DETAILS

## THE BROOKSBANK SCHOOL

**Address:** The Brooksbank School  
Victoria Road  
Elland  
West Yorkshire  
HX5 0QG  
**Tel:** (01422) 374791  
**Email:** [admin@bbs.calderdale.sch.uk](mailto:admin@bbs.calderdale.sch.uk)  
**Sixth Form Tel:** (01422) 328928

**Headteacher:** Mr Kevin McCallion  
**Deputy Headteacher:** Mrs Debbie Shutter  
**Deputy Headteacher:** Mr Sean Boyle

**Chair of Board  
Of Governors:** Mrs Marion Bain

**My Head of Year is:**.....

**My Form Teacher is:**.....

**My Form Room is:**.....

## SCHOOL DAY

### Wednesday Only

Registration	9.00	-	9.15			N/A
Period 1	9.15	-	10.15	9.00	-	10.00
Period 2	10.15	-	11.15	10.00	-	11.00
Break	11.15	-	11.30	11.00	-	11.15
Period 3	11.30	-	12.30	11.15	-	12.15
Lunch	12.30	-	1.15	12.15	-	1.00
Registration	1.15	-	1.20	1.00	-	1.05
Period 4	1.20	-	2.20	1.05	-	1.50
Period 5	2.20	-	3.20	1.50	-	2.50



Mrs Puddephatt



Mrs Shutter



Mr Wathins



Mrs Leonard



Miss Potter

# KEEP SAFE STAY SAFE

Keeping safe and staying safe is very important. If you have a personal safety worry about yourself or a friend, we are here to help.

# SEEK HELP

You can talk to your:  
Form Tutor,  
Head of Year,  
Safeguarding Team.



## SCHOOL HOLIDAYS

### Autumn Term 2019

Re-open	Tuesday	3 September
Close for Staff Training Day:	Friday	27 September

### Autumn Half Term holiday

Close	Friday	25 October
Re-open	Tuesday	5 November

### Christmas holiday

Close	Thursday	19 December
-------	----------	-------------

### Spring Term 2020

Re-open	Monday	6 January
---------	--------	-----------

### Spring Half Term holiday

Close	Friday	14 February
Re-open	Monday	24 February

### Easter holiday

Close	Friday	3 April
-------	--------	---------

### Summer Term 2020

Re-open	Monday	20 April
---------	--------	----------

### May Day

Closed	Friday	8 May
--------	--------	-------

### Spring Bank holiday

Close	Friday	22 May
Re-open	Monday	1 June

### Midsummer holiday

Close	Friday	17 July
-------	--------	---------

### Staff Training Days

Close	Friday	27 September 2019
Close	Monday	4 November 2019
Close	Friday	20 December 2019

## Aims and Expectations

At The Brooksbank School we aim to provide high quality education in a caring and supportive environment. Our school motto is “*Aspire & Achieve*”. We feel that it is vitally important that you have clear goals and aspirations in mind and that you are prepared to work hard to achieve those goals. Your teachers and support staff have a vital role to play in helping you achieve your potential, but YOU, the student will ultimately determine how successful your time will be in Post -16 at Brooksbank.

Post-16 students are expected to work more independently and you will have more responsibility for managing your time effectively. This will be a key challenge for many of you. It is important that you establish good study habits and use your non-contact time wisely.

While the number of subjects that you study in Post-16 is fewer that at GCSE, you will be required to study in much more depth. The standard of work is considerably harder than at GCSE level. Examinations and coursework will test whether you have developed the necessary knowledge, skills and understanding required by the course. This will require you to do additional study in your own time such as reading, note taking and research. This additional study is an **expectation** of our school. If you are to be successful, you must make this additional study a regular habit. The study room is available to all students and you will have timetabled **study periods** that are registered and supervised. As a guide, we recommend that for each A Level subject you are studying you complete an additional 2 hours of study per week.

## **Key Members of Post-16 Staff**

Mr Dave Puddephatt – Director of Post 16

Mrs Penni Lally-Garg – Post-16 Progress Tutor

Miss Kate Potter – Post-16 Progress Tutor

Mrs Judith Allen – Post-16 Administrator

### **Head Boy / Girl**

These senior student positions are decided at the end of the summer term following a thorough application and interview process. The Head Boy & Head Girl have a number of roles including coordinating the Sixth Form Student Committee, planning key events such as charity fund raising and the Sixth Form Prom. They also act as student ambassadors at important school events, staff interviews, Open Evenings and represent the opinions of the student body.

If you are unhappy with a specific aspect of Sixth Form life or have a positive suggestion on how things could improve, speak to the Head Boy or Head Girl. They are very friendly and approachable!

# Daily Routines

## Registration

This is a daily procedure from 8.55 am to 9.15 am. This allows Form Tutors to pass on any notices and to deal with any issues. Registration will also be used by Form Tutors to check on your progress in lessons, review targets, check your planner and course files. Attendance to registration is compulsory in Year 12 and Year 13 unless otherwise agreed.

## Punctuality

We will expect all students to arrive in school on time and to arrive in lessons on time. If a student arrives late to a lesson it will be noted on the register and they may be sent away by the member of staff. If a student is late to Sixth Form twice or more in one week, without a justified reason, they will be set an after school detention. Detentions take place on a Tuesday & Thursday and parents will be notified by text.

## Attendance

Attendance at lessons is compulsory. We place a large emphasis on good attendance. This is very important as there is a strong correlation between good attendance and examination success. Furthermore your attendance record will be included in references for University or employment and says a lot about your commitment, attitude and/or health. We monitor attendance regularly and our school policy is as follows:

- If you are absent from school due to illness we expect a phone call before school on the day of your absence to confirm the reason for not attending. We also expect a written letter from your parents on your return to school. Please call Mrs Judith Allen, Post-16 Administrator on 01422 328928. The office is open from 8am daily.
- If you are going to be absent from school e.g. a University visit, sporting event, hospital appointment etc then you should notify us of your intended absence **prior** to your absence.
- We expect all students to have attendance of **at least 96%**.
- If your attendance is below this figure without justifiable reason, you will receive a first warning letter.
- If attendance does not improve to above 96% you will receive a second warning letter and be seen by a senior member of staff.



- Failure to improve attendance to a satisfactory level after this second warning letter will result in examination entries being cancelled and your place at Brooksbank being withdrawn.
- Please also note that we strongly recommend that **holidays** are not taken during term time. We need to be advised in writing if you are preparing to go on a family holiday **before** you go. You must check the examinations timetable before making any plans. Please note that absence due to holidays during term time will **not be authorised** and so your % attendance will be severely affected.
- **Dentists / Doctors appointments / driving lessons must be made during non-lesson time or after school.**
- You are not required to stay in school when you have no lessons **unless** you have a supervised study period.

### **Signing in / out**

If you arrive at school after morning registration you must **sign in** using the book located outside Mr Puddephatt's office. Similarly, if you are leaving school during the school day you must **sign out**. This is a Health & Safety requirement as in the event of an emergency we need to know whether or not you are on the school premises.

### **Safety / Security**

All staff and Sixth Form students are required to wear an identity / security badge while on the school premises. This is a Government safeguarding procedure which must be strictly adhered to. Your ID badge allows you to enter through our security doors which are locked during lesson time. You will not be served at the Coffee Shop without a visible ID badge and other sanctions may be applied if you fail to wear your ID badge.

### **Parking cars/bikes**

No student cars are allowed in the car park and students should always park appropriately and with respect for our neighbours. Bikes and scooters can be parked outside the Sixth Form area at the owner's risk.

### **Communication**

The main route for communication (important notices, dates, information) is through your Form Tutor at morning registration. However you should also check the white board in the Common Room, your school email account and the Committee Notice Board for information. We also use **Parent Mail**

email and text messaging services so it is vital that your contact details are up to date. Please advise Judith Allen of any changes.

Updates are also posted on Twitter so follow us @BBS 6th Form.

### **Mobile Phones**

These are allowed in school. However, in order to avoid any distraction they must be switched off during lesson time, **unless specifically permitted at the discretion of the teacher**. Under **no circumstances** are they allowed when you are working in the Library, ICT areas, in corridors or other public spaces outside of the Sixth Form Common Room.

### **Dress Code**

Sixth Form students are not required to wear a formal uniform. Instead, students can wear their own clothes to reflect their senior position in the school, individuality and style. However the standard of dress should be appropriate for an 11 – 19 school environment and reflect our aim to produce high calibre young people who will be ready and well prepared for the world of work or higher education.

Students dress should be:

- **Inoffensive**  
eg. no slogans, logos or pictures which cause offence.
  
- **Clean and Safe** from a Health & Safety perspective.
  
- **Appropriate** within a school setting which has students aged from 11 – 19 years old.  
eg. no very short skirts/shorts, crop tops, low cut tops or low slung trousers which are too revealing.  
eg. hats should be removed when inside the school building.

If a student chooses to ignore the Sixth Form Dress Code they will firstly be spoken to by a member of the Sixth Form team. Further sanctions will be implemented for serial offenders which, in extreme cases, may include parental contact or even temporary exclusion.

## **Student Voice**

At Brooksbank we encourage our students to share their views and get involved in changes that are being proposed.

The main way they can get involved is through the Sixth Form Committee and School Council.

At the beginning of each year, students from Year 13 are invited to apply for a position on the Sixth Form Committee together with Head Boy and Head Girl. This Committee meets regularly and allows Sixth Form and whole school issues to be discussed and is a way that any concerns can be highlighted.

Head Boy and Head Girl then represent the Sixth Form on the School Council. The council meets every half term and is a good way of letting the school's staff and management know what the students' perspective is on a range of issues.

So if you have any concerns or want to raise an issue, go and see your Sixth Form Committee.

## **USING ICT and eSAFETY**

All students are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the law. To ensure that students are fully aware of their responsibilities when using ICT and the school systems, they are asked to read and sign an Acceptable Use Policy. Below is a summary of that policy. The full version is on the school web-site.

The school constantly monitors the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with school policies. If there is evidence that unauthorised and/or inappropriate use of the school's information system or that unacceptable or inappropriate behaviour may be taking place, there will be a full investigation which could result in disciplinary action taking place. This is extended to inappropriate behaviour outside the school if other members of the school community are involved.

- Students should ensure that they do not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring them, their families, or the school into disrepute.

All students are provided with a school email address. Electronic communications with staff should only take place via the school email address. Students are advised to ensure that school correspondence is received to and sent from the school email address. This is to protect student's privacy and ensure that school business is kept separate from private correspondence.

Students may use their own devices in school, providing they have the relevant permissions and follow the school rules. This includes use of the WIFI.

### **Staying Safe and Respecting other users**

In order to stay safe students are advised:

- Not to disclose or share personal information when on-line.
- Only arrange to meet new friends met on-line in public places and with an appropriate adult.
- To immediately report any unpleasant or inappropriate material or messages or anything that makes them feel uncomfortable when they see it on-line.
- When using the internet to find information, to take care to check that the information is accurate, as the work of others may not be truthful and may be a deliberate attempt to mislead.

## Developing our students – The Brooksbank Way

As previously stated, our aim is to provide high quality education in a caring and supportive environment. Helping each student to fulfil their academic potential and achieve the best results they are capable of is our core business and a vital aspect of our day to day work. However, in an increasingly difficult economic climate, exam results alone may not be enough to secure the best university place, college course or job opportunity.

### Helping to make you the best you can be

Young people today need to be able to communicate effectively, be able to work in a team, to solve problems and have the ability to self-manage their time. They also need to have formed excellent habits in terms of their personal conduct and use of appropriate language both in school and outside in the local community.

As part of your Post-16 experience we will provide you with opportunities to develop the essential skills, qualities and personal attributes required to help you succeed in the future as you progress onto the next chapter in your life.

### Role Models

As a school, we are also determined to promote the highest standards of behaviour in lessons, at break times and on the way to / from school. Sixth Form students have a key role to play here by modelling outstanding behaviour and personal conduct to younger students and showing them how to behave appropriately.

We want to address two key issues in particular:

Firstly, we want you to avoid using **foul or abusive language** (eg swearing) or language that is deemed to be offensive (eg sexist or racist comments).

Secondly, we want you to avoid any **inappropriate contact** around the school such as pushing, shoving, play fighting or overly affectionate behaviour.

By modelling this good behaviour around school you will provide positive role models for younger students and also develop excellent habits yourself.

As outlined in DfE guidance, the school reserves the right to search students and confiscate any prohibited items, for example weapons, alcohol, illegal drugs or stolen items. This also applies to any item where a member of staff has reason to believe that it may be linked to a criminal offence, eg a mobile phone containing indecent images.

# Study Routines

## **Your Study Programme / Timetable**

Students entering the Sixth Form are expected to study at least 3 A Level subjects in Year 12. Your individualised Study Programme will be discussed at the start of term to ensure it meets your aspirations, needs and abilities. You may also be required to add GCSE re-sits, an Extended Project or extra study periods to give you a complete Study Programme. All our Year 12 Students will complete a Progression Module to help them prepare for Higher Education. Please note that the Government have specified that a full time Study Programme will involve at least 540 hours of planned, organised and timetabled activity. We have to ensure all students meet this requirement.

## **Changing / Dropping Courses**

If you are unhappy with a course and wish to change your options you should speak to your Form Tutor in the first instance and also speak to your class teachers and parents. If, after consultation, a change of course is deemed the best decision, a '**Change of Course**' form should be collected from the Post-16 Administration Office. You will then need to set up an appointment with Mr Puddephatt, Director of Post-16 to discuss the request further and make the necessary arrangements.

Please note you will only be allowed to pick up another course during the first 3 / 4 weeks of term. After this you will have missed too much of the syllabus to make a change possible. After the beginning of October, no student will be allowed to drop or change courses.

## **Target Setting and Reporting**

All students will be given target grades based on their GCSE results. These will be used as a baseline for A Level achievement. Staff will then review your progress regularly and this will be recorded and shared with you, your parents and your Form Tutor. These should be recorded in your planner. All Sixth Form students will have one Parent's Evening in both Year 12 and Year 13.

## **Progress Reviews**

Students can expect to have a minimum of two individual interviews with their Form Tutor at key times of the year. This meeting will focus on your current attainment against your target grades, effort, attendance and involvement in activities outside the classroom. If you are underachieving, you can expect closer monitoring and possibly referral to our 'Study Plus' Room for extra 'catch-up' sessions.

## **Form Period**

This is a compulsory part of your Post-16 curriculum and it takes place on Wednesday lesson 3. This is a time to work with your Form Tutor and it is also used for Assemblies and visiting speakers. Remember that your Form Tutor will be the person who writes your reference for University or future employment and Form Period is a key time when they will get to know you!

## **Study Periods**

All Year 12 and Year 13 students will have study periods on their timetable. These are compulsory as part of your Study Programme and will be supervised. Attendance in these sessions is registered and absences will be followed up in the same way as subject lessons. You should ensure that you bring suitable work with you to make the most of your study periods. Once you have shown that you are capable of working independently (estimated v target grades / effort grades / attendance) you may be able to work elsewhere during study periods, such as the LRC, Small Hall or the Arthaus. If you abuse this privilege, sanctions will be applied.

## **The Sixth Form Study Room**

The Sixth Form Study Room is a quiet work area for Sixth Form students. You are expected to work quietly and sensibly at all times when using this room. Other students are entitled to ask you to leave if you are disturbing them. The room will be supervised during lesson time. The PC's and laptops in this room are for **STUDY** purposes only. Playing games or on-line shopping will not be tolerated.

Food and drink may not be taken into the Study Room. Students should respect the facilities and use the bins and recycling boxes that are provided. Please note that you can use the Study Room from 7.30am until 6.00pm. It is often quiet before and after school, allowing you to concentrate fully.

## **Post-16 Progress Tutors**

We want all students to reach their full potential and enjoy their time in the Sixth Form. The role of the Progress Tutor is to help students achieve a smooth transition from GCSEs to A Levels as well as to provide academic and pastoral mentoring. Students can refer themselves if they feel the need or it may be a member of staff who will identify a student for extra support. The Progress Tutor can work in a number of ways with a student such as developing study skills, time management, raising aspirations and building self-confidence. We can also offer help with revision techniques, UCAS personal statements, interview practice and much more.

Working together over a number of sessions, the Progress Tutor and the student may produce individualised targets and work programmes that will help them manage an often demanding workload, or you may find that a one-off session is all that is necessary to clear up an issue.

Please make an appointment with a Progress Tutor if you feel you require any form of support.

## **The Sixth Form Common Room**

There is a relaxed atmosphere in the Common Room but it is still a place of work and you are expected to use non-contact time wisely. Staff often hold meetings here and we expect Sixth Form students to act in a mature and sensible manner when in the Common Room. Playing cards or other games is not allowed during lesson time.

The Coffee Shop within the Common Room is open all day from 8.00am until 2.30pm except during registration and Form Period. The staff work very hard and they have become part of the Post-16 Team. We expect all students to treat all staff with respect. It is your responsibility to look after your facilities. Please use the bins provided and treat the furniture with respect. If anyone causes deliberate damage they will be expected to pay for it. It is everyone's responsibility to care for their environment. The Sixth Form area is for enrolled students only. Any guest must sign in at main reception.

**Please note food / drink should not be taken past the Common Room doors and you will be sent back if you walk around school whilst eating.**



## **The Arthaus**

Students in the Sixth Form have the privilege of being able to use The Arthaus as a place to study, read, meet and socialise.

Upstairs is a quiet space where students and staff can meet for tutorials or read. This is a very 'grown up' space where we expect the highest standards of behaviour. Our students love sitting upstairs on the luxurious leather chairs and sofas. Please note that we consider using the upstairs library as a privilege for our students. This privilege may be removed if your effort grades, attendance or behaviour fail to meet our high standards.

Food and drink is not permitted upstairs.

Downstairs in the Arthaus offers a series of booths. These are used for Sixth Formers at lunchtime but are also available for you to study in during free periods. Again though, please treat the facility with respect and act in an appropriate manner at all times.

## **Lockers**

In the Sixth Form all students can have the use of a locker. A deposit of £5 has to be paid and this is refunded at the end of the course. If a locker key is lost or there is any damage to the locker then the deposit will not be returned. A master key is available to open your locker if you forget your key but the locker will then have to remain unlocked throughout the day.

## **Part-time Paid Employment**

Many students decide to take a job at some stage during the Sixth Form. Having a job brings some advantages such as a modicum of financial independence, experience of the world of work which may help shape career decisions, and a new outlook on life. However, a job during term time can create problems and may leave you with insufficient time for study, or problems in meeting school commitments.

Recent government research has concluded that up to 10 hours paid employment per week can be beneficial to Sixth Form students. However, the research suggests that when students work more than 10 hours per week their academic performance declines significantly.

If you find yourself becoming over-committed because of a job on top of your A Levels then discuss the situation with your tutor, and take advice from your friends some of whom may have found themselves in similar situations.

# Resources

## **Learning Resource Centre**

The LRC is open from 8.00am to 4.15pm for you to borrow resources. We are closed after school on Fridays. Books, magazines and newspapers are available for loan or for use in the LRC.

There is a Reserve Collection of resources on the Mezzanine for Sixth Form use in the LRC.

You can borrow up to 6 resources for a period of 3 weeks. Loans can be extended for course-work projects.

Computers are also available in the LRC for research or word-processing.

The LRC can be used at any time as a quiet work area.

There is a KS5 Readers' Group who meet every half-term to discuss books over a Literary Luncheon.

## **Connexions**

There is Connexions support (Careers advice) available on Wednesday mornings and students can self refer by completing a form which is available in the Post-16 Office and in the Careers area of the Learning Resource Centre.

## **Personal Laptops**

Students may use personal laptops during Study periods and can connect to the internet via our 'Anytime, Anywhere' wireless network.

There are also a number of Laptop recharging lockers available to students for personal laptops. A deposit of £5 is paid for these lockers and is refunded when the key is safely returned.

# Examination Procedures

As Level 3 qualifications change and re-sit opportunities are removed, it is clear that performance in end of course examinations is increasingly important. You can expect to be tested regularly throughout your course and there will be a period of mock exams. These are important as it gets you used to sitting a number of exams in a short period of time and allows us to assess your strengths and areas for improvement before the summer exams.

You will be given an individual examination timetable and it is your responsibility to check that it is correct. If there are any missing examinations or clashes you must inform your Sixth Form Tutor immediately so that this can be amended. It is quite common for 2 examinations in the same subject to be timetabled together and these will be sat one after the other. If there is a clash between 2 different subjects at the same time then special arrangements will be made.

We expect you to arrive in the Main Hall at 9.00am for a morning examination and 1.00pm for an afternoon examination. Late arrival may result in not being allowed to sit the examination or sitting it in isolation. You should not have mobile phones with you in the examination and you can only have water in an unlabelled bottle. Equipment must be in a transparent pencil case or bag. You must use a **black** pen in all your examinations.

## Progression to Year 13

There is no guarantee of places in Year 13 if students achieve poor results. If you fail to pass end of Year 12 exams you will not be allowed to continue into Year 13. Students must study **at least** 3 A Level courses or equivalent in Year 13. In addition, each student is looked at individually in terms of attendance, behaviour and achievement. If we have concerns about any of these then discussion would take place with subject staff about you continuing into Year 13.

# Enrichment Opportunities

While attaining good examination results is vital, you also need to have wider experiences that will enhance your CV, equip you for life at university or the world of work and make your time in 6<sup>th</sup> Form more enjoyable.

- **Enrichment**

We endeavour to offer a range of enriching opportunities for you. These include competitive sports teams eg football and netball, use of the school fitness gym, a Duke of Edinburgh's Award Scheme and recreational sports sessions.

You will also have the chance to perform in school shows, music ensembles and public speaking events.

- **Leadership**

Many students have developed their self confidence and leadership skills through the Community Sports Leaders Award – a nationally recognised qualification. You may also have the opportunity to develop your leadership skills in other areas within school – advising younger students, supporting lessons, running extra-curricular activities etc.

- **Work Experience**

There is now a requirement that all 6<sup>th</sup> Form students undertake a work experience placement. This will happen in the summer term where you will go out into the world of work for one week. Students are encouraged to find their own placement with local businesses, although students may choose to travel further afield. This is an exciting opportunity which may strengthen your application for jobs or university places.

- **Brooksbank Plus**

Our most able academic students will be invited to join a programme called Brooksbank Plus. This aims to support students in applying for Russell Group universities and Oxbridge. The group will visit a range of universities and receive advice on applying, interview techniques and advanced study skills.

- **Charity Work**

There are always a range of charity events in the Sixth Form ranging from Pink Day to Talent Shows and activity days. Each form is encouraged to organise at least one event for a chosen charity.

- **Sixth Form Committee**

Students have the opportunity to be involved with the Sixth Form Committee. This includes contributing ideas for events and school functions.

- **School Trips**

There are numerous school trips available ranging from visits to Universities to day trips to Blackpool and longer trips for skiing or other activities. Watch notice boards around school for details of these.

- **Brightspark**

Brightspark is the annual Sixth Form Quiz. It is held in Form Period in the weeks leading up to Christmas.

Forms in each year compete against each other and then Year 12 winners take on Year 13 winners. In the final week there is a Brightspark Challenge when the winning team compete against 2 staff teams. Prizes are provided by the Sixth Form Committee and a perpetual trophy is presented. This is always a popular event and those not competing make up the audience. Things can get very tense!

- **University Open Days**

Students are allowed a maximum of 4 Open Day visits during school time. A form must be collected from the Post-16 Office and returned completed after the visit.

## Leadership Awards

All Post-16 students are encouraged to develop their leadership skills. There are a variety of ways you can do this either by enrolling onto a nationally recognised qualification eg. HSLA, getting involved in the 6<sup>th</sup> Form student committee, or developing your leadership skills within a subject area by helping younger students.

However you choose to develop your leadership skills and enhance your CV, it is important that you keep a record of your involvement as evidence. Depending upon the success and time committed, you will be presented with The Brooksbank Leadership Award at the end of the year.

Use the table below to record your evidence of leadership activities undertaken, remembering to get a teacher to sign each session.

Date	Activity	Staff signature

Date	Activity	Staff signature

# Rewards and Sanctions

## Rewards

We all like to be praised when we have done well and praise and rewards are an important part of school life at Brooksbank. All staff are encouraged to praise and reward students for hard work, effort, high quality work, citizenship, classroom contributions etc. This applies to students in all year groups, including Years 12/13.

If you have done particularly well in a test or in an extended piece of work staff may send a post card home. Some subject teachers have developed their own reward system through a series of quizzes, while at the end of each term we hold a prize draw for cash vouchers to reward students with the highest attendance figures.

## Sanctions

If you fail to hand in a piece of homework on time or you produce substandard work, your class teacher may book you in to the Study Room to do an extra study period. The class teacher will notify you of when this **Study Room Referral** has been set for and you must attend at the specified time. If you do not attend this session then you may face alternative sanctions.

We also have a system where a member of staff can issue a **Cause for Concern** against a student. This could be due to poor work, behaviour or attendance in lessons (including Form Period, Study Periods and registration). Cause for concerns are recorded electronically on the school information management system and your Form Tutor is also informed. Your Subject Teacher/Form Tutor will speak to you about the Cause for Concern but it will be up to **YOU** to put things right and resolve the situation. If further Cause for Concerns are received your parents will be contacted and a strict monitoring process will be put into place.

## Study Plus Room

If you are persistently underachieving you may be booked into the Study Plus Room for additional supervised support with your studies. This will be a temporary arrangement where you will be provided with additional work to help you catch up and/or make the required progress in order to meet your target grades.



## Sixth Form Tutorial Sheet

At least twice a year you will have a one to one tutorial with your Form Tutor to review your progress and to discuss strategies to help you improve your academic performance.

Your Form Tutor will help you to devise some specific, short term targets that will help you to improve areas of work or skills that are preventing you from reaching or exceeding your target grades. If you agree to work towards and achieve these specific targets within a certain time frame, it can be a very powerful way of helping to improve your academic performance.

To help you with this, speak to your subject teachers and ask them what aspects of your studies or skills they feel you need to improve.

### Effort Grade Boundaries

- **5 = Exceptional.** Above and beyond expectations. Fully prepared, committed and working to best of their ability in every lesson. Often volunteers constructive contributions in class. Takes lesson content further and shows initiative / independent study.
- **4 = Very good.** Motivated and works hard. All Classwork/homework assignments are completed on time to a high standard. Highly motivated. Evidence of background reading/additional study. Contributes within lessons.
- **3 = Satisfactory.** Usually works well and responds positively but should aim to improve. Classwork/homework completed but lacks detail or evidence of background reading. More effort needed to reach target grades.
- **2 = Effort Inconsistent.** Serious cause for concern by teacher. Deadlines not met. Lack of detail in written work. Little or no evidence of additional study.
- **1 = Unacceptable.**

## TUTORIAL REVIEW MEETING 1

Targets	Actions required (including date by which to be achieved)



## TUTORIAL REVIEW MEETING 2

Targets	Actions required (including date by which to be achieved)



## TUTORIAL REVIEW MEETING 3

Targets	Actions required (including date by which to be achieved)



## TUTORIAL REVIEW MEETING 4

Targets	Actions required (including date by which to be achieved)





# UCAS TARIFF

Extended Project Qualification (EPQ)	CACHE Level 3 +			GCE		Points	BTEC Level 3					
	Award	Certificate	Diploma	AS Level	A Level		Certificate	Subsidiary Diploma	90-Credit Diploma	Diploma	Extended Diploma	
						168						D*D*D*
						160						D*D*D
						152						D*DD
			A			144						DDD
						128						DDM
			B			120						
						112					D*D*	DMM
						104					D*D	
			C			96					DD	MMM
						84				D*D*		
						80					DM	MMP
						78				D*D		
			D			72				DD		
						64					MM	MPP
						60				DM		
				A*		56		D*				
		A	E		A	48		D	MM	MP		PPP
		B			B	40						
						36			MP			
		C			C	32		M		PP		
A*						28	D*					
A	A	D			D	24	D		PP			
B	B			A		20						
C	C	E		B	E	16	M	P				
D	D			C		12						
				D		10						
E	E					8	P					
				E		6						

Accurate at time of printing. Please check [www.ucas.com](http://www.ucas.com) for latest information

# Applying for University – Students Guide

Higher Education offers a range of courses and qualifications. Many higher education courses take place in universities, colleges, art institutions.

The way to apply for most Higher Education courses is through **UCAS**. This is the University and College Application Service and it supports students throughout the process.

## UCAS Applicant Journey

### Step 1: Choosing Courses and Universities

You need to be aware that your application is your responsibility and only you can access it. If you need help there is plenty available but staff cannot do it for you.

**Course Search** - This step starts in Year 12 when you are introduced to the UCAS website at [www.ucas.com](http://www.ucas.com). During Form Period students spend time looking at the **Course Search** section of UCAS.

**Progression Day** - This involves a range of presentations linking to Higher Education. There will be presentations from students, representatives from universities and members of the Sixth Form Team. These will include talks on Finance, Student life, Introduction to HE and Writing Personal Statements.

**Open Days** - are posted on all university websites. It is your responsibility to find out when these are and to attend as this lets you see first-hand what it is like and whether it meets your requirements. These are usually quite relaxed events and include a tour around the university facilities, including accommodation.

**Oxbridge** - Any students applying to Oxford or Cambridge will be supported by the Head of Year as their application has to be sent off by 15<sup>th</sup> October.

**Russell Group** - The Russell Group represents 24 leading UK universities which are committed to maintaining the high standards of teaching and learning as well as research. Visit <http://www.russellgroup.ac.uk>

## Step 2: Applying

Your Form Tutor is a key person in this step and will support you through the process. There are a range of books available in the LRC and in the Sixth Form study room. All applications are completed on line and can be accessed on any computer. There is a standard fee for this which is currently £25. A maximum of 5 choices can be made.

Students should register on **UCAS Apply** using a **buzzword** which will be issued by Form Tutors. You will then be given a **user ID** and you must then generate a **password**.

**Personal Statement** - This is a vital part of your application. It is a piece of text up to 47 lines or 4,000 characters which tells the universities and colleges why you want to go there and what makes you a good choice for them.

A draft version of this should be completed in September and given to your Form Tutor for checking before you add it to your actual application.

**References** - We aim to have all applications sent by October half term as many students will receive offers for interviews very quickly.

Your reference is written by your Form Tutor and added to your application by Head of Year. Subject staff will write short comments about each student and then Form Tutors will write the final reference using their knowledge about you, your personal statement and subject comments.

## Step 3: Offers

You will receive a Welcome from UCAS with a **personal ID** which you must keep safe. You can access your application in **Track** on UCAS. This will keep you up to date about any changes to your status. Any offers or requests to attend interviews will be added to **Track**.

If you are invited for interview we offer the opportunity to have a mock interview.

When you have received all your offers you then need to accept your **firm** and **insurance** choices. This can also be done on track.

**UCAS Extra** gives you the opportunity to have an additional choice through UCAS if you have no offers. This starts in February and UCAS will inform you through tracking if you are eligible. Please speak to Head of Year if you find yourself in this situation.

#### **Step 4: Results**

**Clearing** If you do not meet the course requirements for the course when you get your results then you can access Clearing. This is a system to try and match unplaced students with any places that are still available. UCAS will contact you through **Track** to tell you how to use **Clearing** and give you your **Clearing number**. If you find a suitable course you must ring the admissions tutor at the university to check if they are prepared to offer you a place. Clearing ends on September 20<sup>th</sup>.

**IT IS STRONGLY RECOMMENDED THAT STUDENTS ARE AVAILABLE ON RESULTS DAY.**

## UCAS - Diary

- **September:** Students complete the application form on UCAS Apply.
- **October:** Personal statements completed and references completed by Form Tutors.
- **October 15th:** Deadline for medicine, dentistry, veterinary medicine and all courses at Oxford/Cambridge.
- **January :** Student Finance opens.
- **January 15<sup>th</sup>:** UCAS deadline all other courses.
- **March:** UCAS Extra available.
- **March 24<sup>th</sup>:** Deadline for Art & Design applications through UCAS.
- **May:** UCAS closed for all applications.
- **May 31<sup>st</sup> :** Student Finance application deadline.
- **June:** In year 12 a range of presentations introducing UCAS.
- **August:** A Level Results. Offers accepted and Clearing opens.

# University Tuition Fees and Student Finance

## Tuition Fees

Most universities and colleges now charge new full-time students for tuition fees. They can charge a maximum of £9250 but need to meet strict conditions to ensure that students from all income groups can access their courses.

Before applying for a full-time course you should check how much your tuition will cost with the university or college you are interested in.

## Tuition Loans

Loans to cover tuition fees are available and are paid direct to your university/college each year of study once you are registered on a course. This loan is not means tested.

## Maintenance Loans

A Living Cost or Maintenance Loan is available to help with the living costs for each year of your course. This is paid into your bank account at the start of each term, once you are registered on your course.

The amount you get depends on where you live, study and your household income.

The maximum Maintenance Loan for students starting in 2019/20 is:

- £8944 if you live away from home and study at a university/college outside London.
- £11672 if you live away from home and study at a university/college in London.
- £7529 if you live at home.

## **Repayment of Loans**

The loan is repayable after finishing your course, once you are earning over £25000 per annum. Repayments are normally taken automatically from your salary with tax and national Insurance.

How long it takes to repay the loan depends on the size of loan and how much you earn. If it is not repaid after 30 years you will not need to make any further payments.

For more information on Student Finance England and to apply, visit:

**[www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)**.

For a range of helpful tools and guidance, visit

**[www.thestudentroom.co.uk/studentfinance](http://www.thestudentroom.co.uk/studentfinance)**

You can also **phone Student Finance on 0300 100 0607** between 8am and 8pm Monday to Friday, and between 9am and 4pm on Saturdays and Sundays.

## **Scholarships, Bursaries, Awards and Charities**

Money is awarded for a variety of individual circumstances. These include: a specific course at university, students with disabilities, sponsorship from a business company, students that experience particular hardship and areas of study that have a shortage of students.

- Ask the university that you intend to go to if they offer any such awards as you can usually apply for a bursary or sponsorship at the same time you apply to UCAS. Please refer to individual universities/colleges web sites for up to date information.
- **Scholarship Search UK** - This provides information about other sources of funding for undergraduates, visit **[www.scholarship-search.org.uk](http://www.scholarship-search.org.uk)**

**The figures quoted above are for 2019/20 and may change for the 2020/21 applications, please refer to [www.ucas.ac.uk](http://www.ucas.ac.uk) and [www.direct.gov.uk](http://www.direct.gov.uk) for up to date information on student finance available and application procedures.**



# Work

## Voluntary Work

Useful skills and experience can be gained from working voluntarily either at home or abroad. Many full time opportunities include a small income and accommodation.

Voluntary opportunities throughout the UK and abroad.

<https://do-it.org>

Volunteering Matters

<https://volunteeringmatters.org.uk>

## Self-Employment

If you want to start your own business there is a variety of agencies that will offer advice, grants and support:

[www.gov.uk/set-up-business](http://www.gov.uk/set-up-business)

[www.shell-livewire.org](http://www.shell-livewire.org)

[www.princes-trust.org.uk/help-for-young-people/support-starting-business](http://www.princes-trust.org.uk/help-for-young-people/support-starting-business)

# Taking a Year Out

There are several alternatives to choose from if you would like to spend a year out between school and university.

## **Year in Industry**

Mainly of interest to prospective students of Business, Engineering and Sciences. Involves a year working for a company, often paid and sometimes sponsorship for university.

The Year in Industry

[www.etrust.org.uk/the-year-in-industry](http://www.etrust.org.uk/the-year-in-industry)

## **Rotary Exchange**

One year spent in USA living with Rotary Club Host Families and attending an American School. Pocket money provided but there is an expectation you will act as a Rotary representative at functions.

## **GAP Programme**

Up to one year working as a volunteer all over the world – medical, conservation and education projects.

[www.yearoutgroup.org](http://www.yearoutgroup.org) has links to all leading year out organisations.

For further information see Mrs Daniels.

## **Careers Education and Guidance in the Sixth Form**

The Careers Education and Guidance programme in the Sixth Form will build upon the expertise gained pre-16. Skills such as self awareness, opportunity awareness, decision making and information seeking and handling will be demonstrated and developed.

Careers advisers, Sixth Form Tutors and Head of Year 12/13 plus the Careers Co-ordinator will work as a team to ensure access to relevant information and assist in preparation for interviews where emphasis will be placed on self presentation skills.

Students are encouraged to arrange interviews for themselves with the careers team.

Students in the Sixth Form should be able to set themselves challenging but realistic targets, be able to identify sources for information and prepare themselves, with guidance, for transition from the Sixth Form to further/higher education or training and employment.

## USEFUL CONTACTS

### Travel

Discount Travel Cards	0113 251 7272
Student Railcards	<a href="http://www.16-25railcard.co.uk">www.16-25railcard.co.uk</a>
Rail Station Information	<a href="http://www.nationalrail.co.uk">www.nationalrail.co.uk</a> 08457 48 49 50
Metro - West Yorkshire (bus and train times)	<a href="http://www.wymetro.com">www.wymetro.com</a> 0113 245 7676
Youth Hostels Association	<a href="http://www.yha.org.uk">www.yha.org.uk</a> 0800 0191700 or 01629 592700

### Careers

UK Jobs Guide	<a href="http://www.ukjobsguide.co.uk">www.ukjobsguide.co.uk</a> 01422 424600
Careers Service for 13-19 year olds	<a href="http://www.workabout.org.uk">www.workabout.org.uk</a> 01484 226700
Careers Advice	<a href="http://www.nextstep.direct.gov.uk">www.nextstep.direct.gov.uk</a> 0800 100 900
Job Seekers Allowance	<a href="http://www.jobseekers-allowance.com/JSA">www.jobseekers-allowance.com/JSA</a> 0844 496 8000
Apprenticeships	<a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a>
Apprenticeships & Job Opportunities	<a href="http://www.notgoingtouni.co.uk">www.notgoingtouni.co.uk</a>
Halifax Careers Centre	01422 342106
Huddersfield Careers Centre	01484 226800

# USEFUL CONTACTS

## Education

UCAS	<a href="http://www.ucas.com">www.ucas.com</a> 0371 468 0468
Conservatoires UK Admissions	<a href="http://www.cukas.ac.uk">www.cukas.ac.uk</a> 0371 468 0470
Course Search	<a href="http://www.ukcoursefinder.com/">www.ukcoursefinder.com/</a> 01442 215521
Compare Courses & Universities	<a href="http://www.unistats.com">www.unistats.com</a>
University & College Open Days	<a href="http://www.opendays.com">www.opendays.com</a> Emails only
Grants Search	<a href="http://www.turn2us.org.uk">www.turn2us.org.uk</a> 0808 802 2000
Government Information re Student Finance	<a href="http://www.gov.uk/student-finance">www.gov.uk/student-finance</a> 0300 100 0607
Money saving expert- facts & figs Re student finance	<a href="http://www.moneysavingexpert.com/students">www.moneysavingexpert.com/students</a>
Student finance calculator	<a href="http://www.studentcalculator.org.uk">www.studentcalculator.org.uk</a>
National Union of Students (NUS)	<a href="http://www.nus.org.uk">www.nus.org.uk</a>
National Admissions Test for Law	<a href="http://www.lnat.ac.uk">www.lnat.ac.uk</a>
UK Clinical Aptitude Test	<a href="http://www.ukcat.ac.uk">www.ukcat.ac.uk</a>
Biomedical Admissions Test	<a href="http://www.bmat.org.uk">www.bmat.org.uk</a>

# USEFUL CONTACTS

## **Sexual Health**

CASH Clinic  
(Contraception & Sexual Health Services)  
Broad Street Plaza  
Halifax  
Tel 01422 261370 (direct line)  
[www.cht.nhs.uk/services/clinical-service](http://www.cht.nhs.uk/services/clinical-service)

## **Young Persons Health Services**

Brighthouse Health Centre  
Tel 01484 712515

Ring for appointments/or drop-in times for free confidential advice on contraception, STI's and pregnancy.

Family Planning Assoc. [www.fpa.org.uk](http://www.fpa.org.uk)

## **Help Lines for Support & Advice On Any Problem**

Citizens Advice Bureau [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

Debt Counselling Service [www.debtadvisorycentre.co.uk](http://www.debtadvisorycentre.co.uk)  
0800 970 7724

Free tips on debt, shopping, creditcards and the latest bargains. [www.moneymagpie.com](http://www.moneymagpie.com)

Samaritans [www.samaritans.org](http://www.samaritans.org)  
116 123

## USEFUL CONTACTS

Lifeline (Drug & alcohol related problems)	<a href="http://www.lifeline.org.uk">www.lifeline.org.uk</a> 01422 415550
Talk to Frank (Drugs helpline)	<a href="http://www.talktofrank.com">www.talktofrank.com</a> 0300 123 6600
Alcoholics Anonymous	<a href="http://www.alcoholics-anonymous.org.uk">www.alcoholics-anonymous.org.uk</a> 0845 769 7555
Homeless & Housing Issues	<a href="http://www.housingjustice.org.uk">www.housingjustice.org.uk</a> 01484 223 922
Childline	<a href="http://www.childline.org.uk">www.childline.org.uk</a> 0800 1111
CHIBS (Calderdale Help in Bereavement)	<a href="http://www.chibs.org.uk">www.chibs.org.uk</a> 0845 0099221
Bullying	<a href="http://www.bullying.co.uk">www.bullying.co.uk</a> 0808 800 2222
Calderdale Women's Centre	<a href="http://womenscentre.org.uk">http://womenscentre.org.uk</a> 01422 386503
Online advice/information and to report abuse	<a href="http://www.thinkyouknow.co.uk">www.thinkyouknow.co.uk</a>
Rape Crisis	<a href="http://www.rapecrisis.co.uk">www.rapecrisis.co.uk</a> 0808 802 9999
Lesbian, Gay, Bisexual & Transgender Support	<a href="http://www.identitylgbtgroup.com">www.identitylgbtgroup.com</a>
Kooth (counselling and support)	<a href="http://www.kooth.com">www.kooth.com</a>

# Periodic Table of the Elements

(1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18)

**Key**  
atomic number  
Symbol  
relative atomic mass

1 H hydrogen 1.0	2 He helium 4.0																
3 Li lithium 6.9	4 Be beryllium 9.0																
11 Na sodium 23.0	12 Mg magnesium 24.3																
19 K potassium 39.1	20 Ca calcium 40.1	21 Sc scandium 44.9	22 Ti titanium 47.9	23 V vanadium 50.9	24 Cr chromium 52.0	25 Mn manganese 54.9	26 Fe iron 55.8	27 Co cobalt 58.9	28 Ni nickel 58.7	29 Cu copper 63.5	30 Zn zinc 65.4	31 Ga gallium 69.7	32 Ge germanium 72.6	33 As arsenic 74.9	34 Se selenium 78.9	35 Br bromine 79.9	36 Kr krypton 83.8
37 Rb rubidium 85.5	38 Sr strontium 87.6	39 Y yttrium 88.9	40 Zr zirconium 91.2	41 Nb niobium 92.9	42 Mo molybdenum 95.9	43 Tc technetium 101.1	44 Ru ruthenium 101.1	45 Rh rhodium 102.9	46 Pd palladium 106.4	47 Ag silver 107.9	48 Cd cadmium 112.4	49 In indium 114.8	50 Sn tin 118.7	51 Sb antimony 121.8	52 Te tellurium 127.6	53 I iodine 126.9	54 Xe xenon 131.3
55 Cs caesium 132.9	56 Ba barium 137.3	57-71 lanthanoids	72 Hf hafnium 178.5	73 Ta tantalum 180.9	74 W tungsten 183.8	75 Re rhenium 186.2	76 Os osmium 190.2	77 Ir iridium 192.2	78 Pt platinum 195.1	79 Au gold 197.0	80 Hg mercury 200.6	81 Tl thallium 204.4	82 Pb lead 207.2	83 Bi bismuth 209.0	84 Po polonium [unstable]	85 At astatine [unstable]	86 Rn radon [unstable]
87 Fr francium [unstable]	88 Ra radium [unstable]	89-103 actinoids	104 Rf rutherfordium [unstable]	105 Db dubnium [unstable]	106 Sg seaborgium [unstable]	107 Bh bohrium [unstable]	108 Hs hassium [unstable]	109 Mt meitnerium [unstable]	110 Ds darmstadtium [unstable]	111 Rg roentgenium [unstable]	112 Cn copernicium [unstable]	113 Nh nihonium [unstable]	114 Fl flerovium [unstable]	115 Lv livermorium [unstable]	116 Uu ununoctium [unstable]	117 Ts tennessine [unstable]	118 Og oganeson [unstable]



# NOTES

# NOTES

# NOTES