



## Student Information

### Sixth Form

#### Timetable

The school has a two-week timetable with five one-hour lessons each day. Each day begins at 8:45 am and ends at 3:15 pm. Aside from taught sessions, you will have timetabled private study sessions which should be used for consolidating learning, completing homework tasks, and reading around the subject. All timetabled private study sessions are compulsory and will be registered and monitored.

#### Behaviour

Our behaviour expectations are high as it is important that Sixth Form students model good behaviour in all areas of the school. You must leave the Dining Centre tidy, clearing away all rubbish, and ensure that you are quiet and respectful of the learning going on in the classrooms around you when you are walking around the school. Electronic devices are prohibited outside of the Sixth Form area.

#### Lunch

Food can be purchased from the Dining Centre or Sixth Form cafe and students are welcome to eat a packed lunch in the Sixth Form courtyard and common room. All students have an account with the Dining Centre and can add money into this using the Mt Child At School (MCAS) app to pay for food and drink via the biometric scan of their finger. It is imperative you manage your account carefully and any monies owing must be paid before leaving the Centre. Students are not permitted to sign out at lunchtime unless a prior arrangement has been made with the Head of Sixth Form.

#### Education for Life (E4L)

In addition to daily registration you will meet with a member of Sixth Form staff for one period per cycle. These lessons will be used to address a wide of range of areas collectively known as Education for Life (E4L). Guest speakers will address the whole year group on topics including: driver safety, sexual and mental health, revision techniques etc. You will also complete tutor time tasks and review your academic progress with your tutor on a 1:1 basis, following the publication of Sixth Form reports. In Year 13 your E4L is streamed into those moving to university and those moving to employment, training or apprenticeship. You will be taught once a fortnight by specialised staff and Bournside's Careers Leader.

#### Enrichment

To broaden your skills and experiences you will be expected to undertake an enrichment activity for a minimum of one hour a week, normally (but not exclusively) on Wednesday afternoons. This may be taking part in a sporting activity, completing community service work, a regular work experience placement, taking part in the Duke of Edinburgh Award Scheme, Young Enterprise or being a mentor or subject ambassador. You will choose an

activity in September and it will run throughout Year 12. Enrichment continues in Year 13 where you can carry on with the same activity or select a different option.

### Attendance and punctuality

Full and punctual attendance is required of all students and failure to observe this requirement is regarded very seriously. Our expectation is that students' attendance will not fall below 95%. Students must have arrived at their morning registration by **8.45 am**. Afternoon registration is taken by tutors as part of a formal afternoon registration. Lateness and absence are recorded carefully and form an important part of our assessment of your progress. Every request for a reference that we receive, whether for part time jobs or full-time careers, asks for specific details of attendance and punctuality which we present in percentages. Lateness will incur a 30 minute detention at the end of the day. Please see the [Ladder of Consequences](#) on the school website.

If you do arrive late, you must sign in at Student Services and then go immediately to your timetabled lesson, even if it has already started. This is imperative so that we know exactly who is on site in the case of an emergency or a fire drill. Students who absent themselves from the Centre without permission will be sanctioned in line with our Ladder of Consequences. **Full attendance is essential for maximum achievement.**

### Absence procedure

- If you are absent, we ask that your parent/carer contacts the school every day of your absence (01242 229524).
- They must also cover your absence with a note when you return, specifying the days you missed and why.

Holidays in term time will not be authorised and appointments should be arranged outside school hours.

### Paid work

Some students take on a part-time job (evenings or Saturdays) during their time in the Sixth Form. Whilst this brings financial rewards and a valuable insight into the world of work, it does come with a warning. Courses post-16 are demanding and require consistent effort and application. If you are applying for part-time employment, you must avoid excessive or late hours. Your priority must be your academic work – the next year/two years is your chance to prove yourself. You should be aware that research shows students who work 10 or more hours per week, underperform in the final examinations.

### Cars

As you progress through the Sixth Form, you may pass your driving test and be able to drive here. Students are not allowed to use the staff car park (including the one by the Sports Centre) as there are not enough spaces. Please park on Warden Hill Road, avoiding the smaller side roads. Local residents will understandably be irritated by students who park inconsiderately – please respect our neighbours.

### 16-19 Bursary

Full details of the 16-19 Bursary are made available to students in September. Please speak to Mrs Rudge –Wills for more details.