

Welcome to Budmouth 6th Form!

We are delighted to have you here; you will play an important part in the continuing success of our Sixth Form. The information on the next few pages is designed to answer some questions you may have about Sixth Form life. Your tutor and the Sixth Form Leadership Team, based in B07, are also here to help you. Come and see us!



Who's who in the Sixth Form

Sixth Form Office

Mark Henman	Director of Sixth Form
Kelly Andow	Assistant Director of Sixth Form
Jane Golby	Assistant Director of Sixth Form
Andrea Miller	Assistant Director of Sixth Form
Kate Sheppard	Assistant Director of Sixth Form
Jan Cockings	Sixth Form Admin
Katie Dale	Sixth Form Study

Tutors

Annabelle Caldwell	AJC
Pete Davidson	PD
Angie Davies	AJD
Stuart Dennis	SGD
Lisa Elson	LEE
Louise Grech	LEG
Mal Lea	MHL
Holly Longland	HAL
Paul Norman	PAN
Joanna Ray	JER
Giles Richardson	GDR
Simon Rule	SR
Terri Smale	TMS
Jamie St John Brind	JSB
Amanda Williamson	ACW

Student Absence Procedure

- Unexpected absence must be reported to Mrs Cockings in the Sixth Form Office on 01305 830560 before 10am. Alternatively email on jcockings@budmouth-aspirations.org
- For a foreseen absence (i.e. you know in advance you will be out of school for an essential reason) you must complete a green 'foreseen absence' request slip in advance and hand it to your tutor. These are available outside the Sixth Form Office.
- Routine medical and dental appointments and driving lessons etc should NOT be made for during the college day.
- Holidays are NOT authorised by the College and should not be taken in term time.
- Should you be absent with no legitimate reason given then you will be given a warning from your tutor. Should you receive more than two such warnings then you may be put on a formal wave 3 contract

Student Wellbeing

There may be times where you feel you need some extra support or advice. To enquire about counselling or other support available, contact your tutor, your Assistant Director or our school counsellor Dawn Larrett dlarrett@budmouth-aspirations.org. Your elected Student Union Officers may also be able to help.

Timing of the Academy Day

Time	6th Form
8.30 - 8.50	Tutor Registration/Assembly
8.50- 9.50	Period 1
9.50 - 10.50	Period 2
10.50 - 11.10	Break
11.10 - 12.10	Period 3
12.10 - 12.50	Lunch
12.50- 1.50	Period 4
1.50- 2.50	Period 5

Term Dates 2021-22

Term dates 2021-22

	September 2021					October				November					December					
Monday		6	13	20	27		4	11	18	25	1	8	15	22	29		6	13	20	27
Tuesday		7	14	21	28		5	12	19	26	2	9	16	23	30		7	14	21	28
Wednesday	1	8	15	22	29		6	13	20	27	3	10	17	24		1	8	15	22	29
Thursday	2	9	16	23	30		7	14	21	28	4	11	18	25		2	9	16	23	30
Friday	3	10	17	24		1	8	15	22	29	5	12	19	26		3	10	17	24	31

	January 2022					February				March					April					
Monday	3	10	17	24	31		7	14	21	28		7	14	21	28		4	11	18	25
Tuesday	4	11	18	25		1	8	15	22		1	8	15	22	29		5	12	19	26
Wednesday	5	12	19	26		2	9	16	23		2	9	16	23	30		6	13	20	27
Thursday	6	13	20	27		3	10	17	24		3	10	17	24	31		7	14	21	28
Friday	7	14	21	28		4	11	18	25		4	11	18	25		1	8	15	22	29

	May					June				July				August						
Monday	2	9	16	23	30		6	13	20	27		4	11	18	25	1	8	15	22	29
Tuesday	3	10	17	24	31		7	14	21	28		5	12	19	26	2	9	16	23	30
Wednesday	4	11	18	25		1	8	15	22	29		6	13	20	27	3	10	17	24	31
Thursday	5	12	19	26		2	9	16	23	30		7	14	21	28	4	11	18	25	
Friday	6	13	20	27		3	10	17	24		1	8	15	22	29	5	12	19	26	

	School Holidays
	Bank Holidays
	Non-student Days

Sixth Form Key Dates

SEPTEMBER

Thursday 2 September

Friday 3 September

Monday 6 September

Monday 20 - Friday 24 September

Tuesday 21 September

OCTOBER

Friday 1 October

Friday 15 October

Wednesday 20 October

25 – 29 October

NOVEMBER

Friday 5 November
applications

Monday 8 - Friday 26 November

Thursday 11 November

Friday 26 November

Monday 29 November

Tuesday 30 – Friday 10 December

DECEMBER

Thursday 9 December

Thursday 16 December

Friday 17 December

20 December –3 January

INSET DAY

Sixth Form Registration Day

Sixth Form lessons begin

Right Move week

Yr 12 Tutor Consultation Evening

INSET DAY

Oxbridge/Medicine/Veterinary
Science Application deadline

Safedrive Presentation 1.50- **3.20**

Half Term Week

Budmouth deadline for UCAS

Mock Exams (1)

Sixth Form Open Evening

INSET DAY

INSET DAY

Sixth Form Progress Fortnight (1)

Yr 13/14 Parent/Teacher
Consultation

Senior Prize Giving

Term ends

Christmas Holiday

JANUARY

Monday 4 January

Saturday 15 January

FEBRUARY

Wednesday 16 February

Monday 28 Feb - Friday 18 March

21 - 25 February

MARCH

Tuesday 1 March

Monday 28 March - Friday 8 April

APRIL

Monday 4 - Friday 8 April

Friday 8 April

April

Monday 11 - Friday 22 April

Monday 25 April

MAY

Monday 2 May

Monday 30 May – Friday 3 June

JUNE

Monday 7 – Friday 16 June

Tuesday 14 June

Friday 24 June

Wednesday 29 June

JULY

Friday 8 July

Friday 22 July

Spring term begins

UCAS Application final deadline

Student Union Election Day (tbc)

Mock Exams (2)

Half Term Week

Yr 12 UCAS Parents' Information Evening (6-7pm)

Yr 13/14 HE Finance Parents

Information Evening (7-8pm)

Sixth Form Progress Fortnight (2)

Sixth Form Rag Week

Sixth Form Non Uniform day for

Kenya

Yr 12 HE Convention -

Bournemouth University (tbc)

Easter Holiday

Summer Term begins

May Day Bank Holiday

Half Term Week

Yr 12 Internal Exams tbc

Yr 12 Parents' Evening

INSET Day

Next Step interviews

Next Step Day (tbc)

Academic Year ends

Bursary

Students who have been eligible for free school meals in the past or who may be from disadvantaged economic circumstances are encouraged to apply for the Bursary Fund. This is government money which is administered by schools.

You can get an application form for the bursary from your tutor, the Sixth Form Office or from the website. Once you have completed your application, please hand it in to Jan Cockings in B07.

The exact amount you may receive depends on a number of factors, including how well you attend lessons, tutor time and other compulsory activities. The allocated money will be spent on items such as equipment, clothing (only relevant to your course of study i.e. PE) and transport. We will require to have evidence of the purchases made with the bursary money. You can apply for the bursary if your situation changes at any point in the year. If you have any enquiries, please contact Kate Sheppard or Jan Cockings in B07.

SIMS Parent App

We are now using the SIMS Parent App and this allows you to see your son/daughter's information that we hold on SIMS. In the App you can change mobile numbers, email addresses etc. You can view your son/daughter's timetable and keep track of their achievement points, plus many more features as they are added.

Getting started with the SIMS Parent App

1. From your smartphone or tablet, download the App from the Google Play or Apple App store - search for SIMS Parent.
2. You can then create a login using your normal Facebook, Twitter, Google or Microsoft username and password.
3. From a PC or Windows phone, login online www.sims-parent.co.uk

Once you have downloaded the app please contact Michelle Ashmore mashmore@budmouth-aspirations.org for an activation code email.

SIMS Pay and Biostore

We have moved to an online payment system (**SIMS Pay**).

Once you have registered for **SIMS Pay** you will be able to use this with immediate effect. Payments for school trips and some resources can be made using this service. Please note that we are now a cashless school and do not accept cash in our canteens etc. There will be one 'cash loader' machine in school, which means that cash can still be used to add money to a child's account. Students will be made aware of the location of this machine. This will be useful in emergencies where parents are not able to make an online transaction.

Biostore and **SIMS Pay** work together. You will need an active **SIMS Pay** account to be able to add money easily to your child's account so they can pay for food and drinks in school. Feedback from parents is that this is going to be helpful for them in knowing that their money is spent in school and not elsewhere! It also means that there is no opportunity for money to be lost or dropped.

We hope that the information is self-explanatory and easy to understand. However, we also recognise that where new technology is concerned sometimes help and support might be required. If you have any questions about either of these two new systems then do please get in touch.

SIMS Pay queries please contact Mrs Michelle Ashmore – Student Administrator: mashmore@budmouth-aspirations.org

Cheques can still be made payable to Aspirations Academies Trust and this facility will not stop.

Budmouth Sixth Form Student Dress Code

The transition from uniform to choosing appropriate smart casual clothing suitable for a place of work can be a tricky one. The status Sixth Formers deserve as role models for the rest of Budmouth, should be reflected in their appearance and standards in general. All students must dress in a manner which is appropriate for an "office style" working environment. All Sixth Formers are models for other learners in Budmouth, therefore they have a responsibility to model appropriate dress and appearance.

General Principles:

- Clothing should be clean and in a good state of repair.
- If a student's clothing or appearance is not deemed appropriate, a member of staff will speak to the student concerned, to discuss any issues. Students may be asked to remove, cover up or change offending garments. If this is not possible at Budmouth they will be sent home to change.
- The Director of Sixth Form has the final say on whether clothing and appearance is appropriate.

Information for all students:

- Clothing must be daytime wear appropriate for an "office style" workplace. Sportswear should be worn for sporting activity only e.g. by PE students or during physical enrichment activities.
- Visible tattoos and piercings are discouraged. If present they must be discreet.

The following might help clarify what is and what is not appropriate:

- Leggings or excessively tight clothing should only be worn if covered by appropriate length skirts or shorts (mid-thigh length as a minimum) or tops.
- No light coloured, bleached or faded denim. If denim is worn it must be smart and dark in colour.
- Shorts should be tailored and at least mid-thigh length.
- No inappropriate footwear e.g. flip flops, excessively high heels.
- Tops may be sleeveless, but should not have narrow shoulder straps or be strapless/off the shoulder.
- No inappropriate logos.
- No clothes with rips or tears.
- No clothing that reveals underwear.

- No extreme or excessive make-up, and jewellery or very extreme hair styles.

Sixth Form Part-time Work Policy

This policy has been introduced to ensure students at Budmouth attain the highest grades on their courses and achieve their long-term Higher Education and Career Aims.

Part-time work can be a beneficial experience for students, helping them to develop important personal and social skills, and adding to their CVs for future job and course applications. However, it is clear both from national research and the experience of staff at Budmouth that some students are beginning to see their post-16 education as part-time and are prioritising their employment at the expense of their academic studies.

Main Points

- Education at Budmouth College is full-time. Budmouth will not support applications for work over eight hours a week.
- No paid work should be undertaken during the hours 8.30 – 3.15pm without prior agreement of the Sixth Form team.
- Staff will counsel all students when a reference is requested to discuss the reasons for their application and will explain the Policy.
- Staff will not write references for students planning to work over eight hours a week (apart from exceptional circumstances).
- Staff will state in their references that the application is supported on condition that the maximum of hours is eight.

Reasons for the Policy

- In recent years the number of students Post-16 and Pre-16 taking part-time employment has increased. Some students are working over 15 hours a week.
- Post-16 Education in the UK is a mixture of taught lessons and private study. At Budmouth there are usually 19 hours timetable commitment per week in Year 12 and 14 hours in Year 13. Students are then expected to spend the same number of hours on private study (i.e. equivalent to a working week of between 30 – 40 hours).
- Recent research by the University of London Institute of Education shows that the grades of Post-16 students working over eight hours a week deteriorate and the results of students working over 15 hours a week plummet compared to students with similar academic abilities. The research also shows that the money earned is used to pay for social activities, clothes, mobile phones, cars etc. and only in rare circumstances to support a needy family.

What help will I get in planning for my future?

Beginning on the Next Step Development Day in July 2022, you will be given individual support to plan your next step. Many of our students go on to university after leaving Budmouth. The university application system is usually referred to as UCAS, which stands for Universities and Colleges Admissions Service. It is worth remembering throughout your course that your final grade will earn you UCAS points which will count towards the entry requirements of your chosen university. Competition for the top grades is much fiercer on Level 3 courses than at GCSE: aiming for the top grades will require consistent hard work both in lessons and in your own time.

Use the link below to get a personalised guide to tariffs in your subject.

<https://www.ucas.com/ucas/undergraduate/getting-started/entry-requirements/tariff/calculator>

If you are interested in exploring other routes, such as apprenticeships, or going straight into work, additional support will be available to you such as careers appointments and individual consultations with the 6th form team.



Sixth form Support Strategy Summary

<p>Student has an unexplained absence from registration, CEIL or a lesson</p>	<p>Student is late twice within a week</p>	<p>Student's conduct is unacceptable</p>
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Wave 1 warning recorded on register (comment saying wave 1)



<p>No further warnings are given. Student meets expectations</p>	<p>Student receives three wave 1 warnings (this can be for a mix of reasons eg lates and attendance)</p> <p>Or students commits a single more serious offence</p>
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No further action	ADoSF meets student. Parents are contacted and wave 2 formal warning is triggered
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ADoSF meets student with parents and wave 2 formal warning is triggered	
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Student meets requirements of the wave 2 contract	Students does not meet the requirements of wave 2
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No further action	Wave 3 is triggered. Parents attend a meeting
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Student meets the requirements of wave 3	Student does not meet the requirements of wave 3
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No further action	A meeting is held with student, parents, ADoSF and Director of Sixth Form. Place in sixth form could be withdrawn.
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Right Move Week

From Monday 20 - Friday 24 September is an opportunity for Year 12 students to change subjects should they wish. After this time students are committed to completing their chosen programme of study.



Independent Study in Sixth Form

Independent study is vital to success in Level 3 courses. **All 6th Form courses demand at least one hour of independent study from you for every hour you spend in class.** Below are some ideas of what you could be doing in this time- there is a lot more to 6th form independent work than flashcards!

1. Improve the content and presentation of your lesson notes: rewrite, add to, read through and then try to rewrite without looking.
2. Practise answering exam questions. All papers are available online.
3. Read examiners' reports- also online and very helpful.
4. Memorise quotes, facts, statistics etc. Make revision cards or prepare lists of essential points.
5. Listen to a podcast of a relevant radio programme
6. Use the resources your subject areas have uploaded onto Google Classroom.
7. Make up your own exam questions and then answer them.
8. Read your text book. This could include chapters on areas that you don't specifically study to improve your overall understanding of the subject, or it could be reading the chapters on the topics you do study.
9. Add to whatever topic you are studying in class at present: try to find an additional piece of information/ case/ opinion/ idea that furthers what has been said in class and add it to your notes.
10. Look at a recent piece of work for which your teacher has provided feedback. Improve the work relating to the teacher's advice.
11. Background reading- find books in the RC or your teachers may have some they can lend out. Use the online subject specialist publications available to you through your Dorset library card (available through the RC)
12. Look at relevant news stories. Sometimes these will have been mentioned in class, or you can find stories yourself.
13. Find your exam board's syllabus online. Here you will also find past papers, mark schemes and examiners' reports.
14. For practical subjects, negotiate times to work with the equipment in your subject areas.