

# **Welcome to Budmouth Sixth 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 are also here to help you. Come and see us!



## **Student Absence Procedure**

Unexpected absence must be reported to Mrs Cockings on 01305 830560 before 10am.

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.

Routine medical and dental appointments and driving lessons etc should NOT be made for during the college day.

Holidays are NOT authorised 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

## Timing of the Academy Day

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

## **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 the Sixth Form Office; the autumn term deadline is **Friday 9th September 2022**.

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 can be spent on items such as equipment, clothing 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 Jan Cockings in B07.

## Independent Study and Part Time Work

- There are huge benefits to be gained from part-time work, but you need to make sure you balance things so that you have enough free time to study, to socialise and also to be active in order to stay healthy and happy.
- For this reason, students at Budmouth are strongly encouraged to limit **paid work to no more than 8 hours per week**.
- You **must not work more than 15 hours per week** during term time.
- Research by the University Of London Institute Of Education shows that the grades of post-16 students working over 8 hours a week deteriorate; the results of students working over 15 hours a week plummet compared to students with similar academic abilities.
- Independent study is vital to success in Level 3 courses. **All Sixth Form courses demand one hour of independent study from you for every hour you spend in class.**
- Use the list on p.3 to kick-start your independent study.

# **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 (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.
- No revealing tops. These 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.



## **What can you be doing in study periods?**

*Try to use some of your time in study periods to **go over and above what your teacher has specifically asked you to do**. This will really help to develop your skills in your chosen subjects. Here are some ideas to get you started:*

1. Improve the content and presentation of your notes: rewrite, add to, read through and then try to rewrite without looking.
2. Practise answering exam questions. All papers are 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 FROG.
7. Look at FROG's Legs for tips and ideas on a range of study related topics.
8. Make up your own exam questions and then answer them.
9. 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

**Right Move Week** from 19-23rd September: 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.



### **What help will I get in planning for my future?**

Beginning on the Next Step Development Day in July 2023, 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 in lessons, your study periods 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, you will be invited to take part in a bespoke programme. Staff will support you in building the skills and experience you need to enter the workplace.



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



No further warnings are given. Student meets expectations	Student receives 3 wave 1 warnings (this can be for a mix of reasons eg lates and attendance)  Or students commits a single more serious offence
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No further action	ADoS meets student. Parents are contacted and wave 2 formal warning is triggered
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ADoS 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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<p>No further action</p>	<p>A meeting is held with student, parents, ADofS, MJH and Head of School. Place in sixth form could be withdrawn.</p>
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