



# Budmouth Sixth Form Student Handbook.



# **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, based in the front office and B07, are also here to help you along with the Student Union Team. Come and see us!

## **Who's who in the Sixth Form**

### **Sixth Form Office**

Sam Morris	Director of Sixth Form. Assistant Principal
Jane Golby	Deputy Director of Sixth Form. Head of yr 13
Kelly Andow	Assistant Director of Sixth Form. Pastoral lead
Kate Sheppard	Assistant Director of Sixth Form. Head of yr 12
Pete Davidson	Assistant Director of Sixth Form. KS5 Student Experience
Jan Cockings	Sixth Form Administrator

### **Year 12 Tutors**

Louise Grech	LEG
Terri Smale	TMS
Giles Richardson /Tony Walker	GDR
Helen Coombes	HJC
Angie Davies	AJD
Joanna Ray	JER
Jamie St John Brind	JSB

### **Year 13/14 Tutors**

Annabelle Caldwell	AJC
Eleanor Chutter	ERC
Hannah Evans	HME
Sarah Randell	SBR
Stephen Richards	SHR
Simon Rule	SR
Mal Lea	MHL
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](mailto: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 your absence move below 85% you may be asked to leave or pay for your exams.

## **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 Head of Year, Kelly Andow or our school counsellor Dawn Larrett [dlarrett@budmouth-aspirations.org](mailto:dlarrett@budmouth-aspirations.org) Your elected Student Union Officers may also be able to help.



## Further attendance information:

You are expected to register everyday at 8.30am.

If you have non contact periods then you need to utilise these as study time.

When you arrive and leave the school site each day, you are expected to swipe in and out using your lanyard card. This means that in the case of a fire we have an accurate understanding of who is on site.

If you have no lessons after period 3 you are free to leave the school site and continue your studies at home.

## Term Dates 2023-24

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	September 2023					October					November					December				
Monday		4	11	18	25	2	9	16	23	30		6	13	20	27		4	11	18	25
Tuesday		5	12	19	26	3	10	17	24	31		7	14	21	28		5	12	19	26
Wednesday		6	13	20	27	4	11	18	25		1	8	15	22	29		6	13	20	27
Thursday		7	14	21	28	5	12	19	26		2	9	16	23	30		7	14	21	28
Friday	1	8	15	22	29	6	13	20	27		3	10	17	24		1	8	15	22	29

	January 2024					February					March					April				
Monday	1	8	15	22	29		5	12	19	26		4	11	18	25	1	8	15	22	29
Tuesday	2	9	16	23	30		6	13	20	27		5	12	19	26	2	9	16	23	30
Wednesday	3	10	17	24	31		7	14	21	28		6	13	20	27	3	10	17	24	
Thursday	4	11	18	25		1	8	15	22	29		7	14	21	28	4	11	18	25	
Friday	5	12	19	26		2	9	16	23		1	8	15	22	29	5	12	19	26	

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

	School Holidays
	Bank Holidays
	Inset Days

# **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.

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 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.

## **VULNERABLE BURSARY**

This is a bursary of up to £1,200 a year – awarded to students who are:

- In care
- Care leavers

## **DISCRETIONARY ATTENDANCE BURSARY**

This bursary is available to Sixth Form students not eligible for the Vulnerable Bursary who live in a household meeting one of the following criteria:

- Confirmation of entitlement to Free School Meals
- Students with a family income less than £21,000 a year will be eligible for some funds to support their studies. (If a household income is less than £16,190 a year, please complete the Free School Meal application if not already done so)
- Students with a family income between £21,000-£25,000 and £25,000-£30,000 may be eligible for some funds to support their studies

# **SIXTH FORM ATTIRE**

**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 may be helpful in clarifying 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 with no rips.
- 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. Tops should not reveal stomachs.
- No tracksuit trousers (unless for enrichment or physical activity).
- 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 2024, 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.

# UCAS

The UK Careers Fair

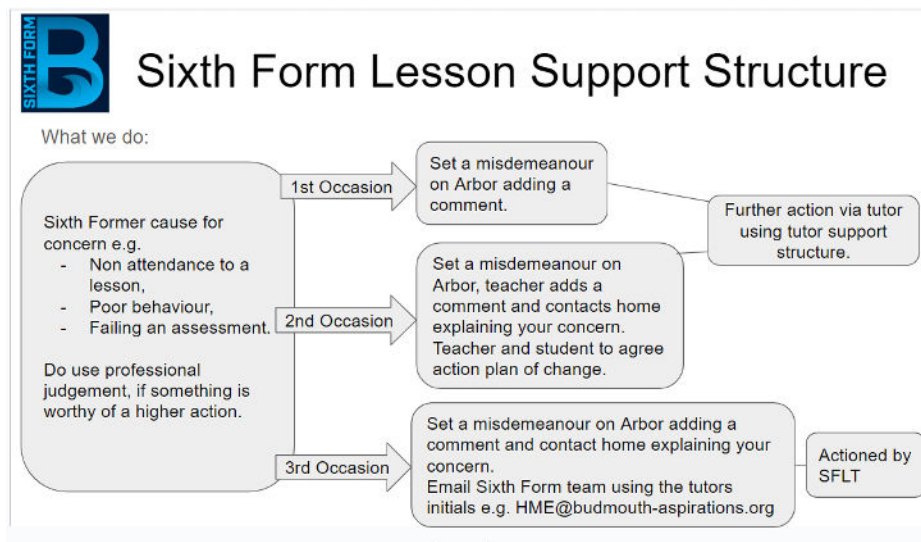


## Apprenticeships

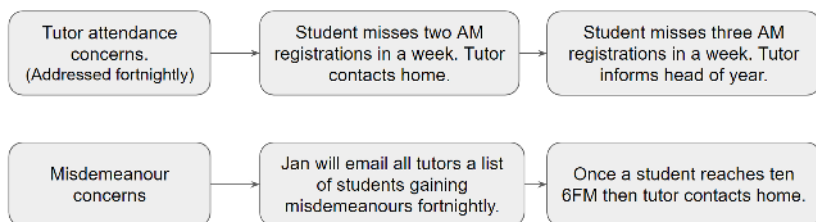
## Sixth form Support Strategy Summary

We use a protocol to identify and support students in Sixth form and this is tiered depending upon the causation and challenges faced.

At the subject and tutor levels, it looks like this:



## **SIXTH FORM B** Sixth Form Tutor Support Structure



## Right Move Week

From Monday 18 - Friday 22 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 6<sup>th</sup> 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.