

# The Castle School Sixth Form

Name ..... Tutor group .....

# STUDENT HANDBOOK 2012-13



This booklet must be brought to school every day and kept with your school diary or in your working ring-binder. Your tutor, teachers & other staff may ask to look at it to check and record progress information.



# Welcome to the Castle School Sixth Form!

Welcome to the Castle School Sixth Form. We believe that the next two years here at the Sixth Form will be amongst the most important in your life. You will be studying the subjects you are passionate about, making important decisions about your future, and we hope, going from strength to strength on an academic and social level.

We have a commitment to supporting you on this important journey.

## **The aims of the Sixth Form are:**

### *1. Academic*

- To stimulate each student to attain their highest possible standards of achievement and creativity.
- To develop students who are independent, active learners - taking responsibility for the process, and who demonstrate commitment and initiative in their studies.
- To enable students to study an appropriate range of subjects to public examination level.
- To provoke thought, develop conceptual understanding and provide opportunities to develop skills by encouraging students to participate in a broad range of academic and non-academic courses, activities and events.

### *2. Social*

- To provide experience in organisation, responsibility and democratic routines within the school in general and the Sixth Form in particular.
- To encourage the highest standards of behaviour both within and beyond the Sixth Form.
- To promote a wide range of cultural and social events.
- To encourage a responsible attitude to involvement in the local community and the world at large.

### *3. Pastoral*

- To provide the best possible environment for personal development.
- To provide a structure whereby advice of all kinds is available.
- To give general information on matters of common interest in the world outside of school.
- To ensure that all students are furnished with sufficient help to make the best decisions for their future with particular reference to careers and higher education.
- To liaise fully with parents and carers where appropriate.

# **C.A.S.T.L.E**

## **Our expectations of you....**

### **Commit to your courses**

Know your courses and get organised!

Start early and get ahead by downloading your course specifications. Put them in your folder.

If you have any problems or queries about your courses, see your tutor or your Head of Year.

### **Attendance**

Attend ALL your lessons, tutor sessions, tutor interviews and assemblies.

Of course you are also expected to be on time!

*See page 6 for why this is important!*

### **Study habits**

Get into good study habits from the start! This includes:

- Using your diary
- Making the most of your study periods in the school day
- Being well organised
- Working consistently hard

### **Time management**

Learn to use your time effectively and manage the many different things you need to do. So.....

- Plan ahead- put deadlines for work in your diary and stick to them.
- Get in to a routine

### **Learning**

Learning is YOUR responsibility. You need to think and behave independently. Always be prepared to go beyond what you learn in class and widen your reading at home to get a deeper understanding of your subjects.

### **Engage in Sixth Form Life**

Whether it's joining a band or the Sixth Form Committee, doing some fund-raising, playing in a school sports team or just getting to all your lessons on time, get the most out of your time in the Sixth Form.

# Typical Week of a Castle Sixth Form Student

The timetable below shows a typical week for a Castle School AS student. (Note that the detail will differ from yours!)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.50	REGISTRATION WITH TUTOR (compulsory)	ASSEMBLY (compulsory)	REGISTRATION WITH TUTOR (compulsory)	REGISTRATION WITH TUTOR (compulsory)	REGISTRATION WITH TUTOR (compulsory)
9.05-10.05	LESSON	LESSON	LESSON	Enrichment	Study Period (Library)
10.05-11.10	LESSON	LESSON	LESSON	LESSON	LESSON
11.30-12.30	General Studies	LESSON	LESSON	LESSON	LESSON
12.30-1.30	LUNCH				
1.30-2.30	Study Period (Library)	LESSON	Study Period (Library)	LESSON	LESSON
2.30-3.30	LESSON	Study Period (Library)	Study Period (Library)	LESSON	LESSON

**Start** the year by copying your timetable into your diary.

**Make** another copy and keep it somewhere at home to refer to.

You might **also** want to photograph it and keep it on your phone.

# What to do if.....

**I'm too ill to attend my Sixth Form lessons...**

Phone the Sixth Form Centre on 01454 862150, or go to reception. See page 6 for what to do about other (planned) absences.

**I have a planned absence for some reason....**

See page 6 for procedures on planned absence and the classification of authorised and unauthorised absence.

**I am struggling to cope with my studies or meeting deadlines...**

Speak to your tutor or Head of Year. It may be that you might benefit from additional study support. We may decide to refer you to our designated Learning Mentor, Sarah Maclsaac.

**I would like to drop or change a subject...**

You will need to speak to your Head of Year/Head of Sixth Form. Following discussion, you may be asked to continue with your subject or if all agree, including your parents, you will be asked to fill in a subject discontinuation form for the subject being dropped.

**I want to leave the Sixth Form...**

You will need to make an immediate appointment to discuss this with the Head of Sixth Form. If you do leave, you will be asked to fill out a Sixth Form leaving form and return textbooks and any books you have borrowed from the library.

**I need some careers advice or guidance...**

Speak to your tutor and make an appointment to meet with them and discuss it. You can also speak to the Head of Sixth Form, Assistant Heads of Sixth Form or Sarah Maclsaac, our Learning Mentor

**I am having a tough time and its affecting me and my work...**

Speak to your tutor or Head of Year as soon as you can. They will be able to assist you and give you some advice.

# A is for Attendance....

Full attendance in all lessons, tutorials, and assembly is expected and has never been more important. Your attendance record will be used in application forms and references for future employers, Higher Education institutions, Universities and so-on.

We expect that you will make every reasonable effort to arrange appointments outside of school hours and expect you to be in school throughout the normal school day.

## PLANNED ABSENCE:

**These are absences which are usually acceptable and can be foreseen in advance, but which nevertheless still require formal authorisation using the appropriate form (yellow – available at reception).**

- a) Medical appointment which could not be arranged outside of school hours
- b) Caring responsibility (genuine responsibility for a family member)
- c) Religious holiday
- d) Interview or visit e.g. potential employer, University interview, Open Day.
- e) Appointment with a Connexions advisor
- f) Significant extra- curricular activity such as drama, music or sports event.
- g) Attendance at court
- h) Attendance at a funeral
- i) Severe disruption to your normal mode of transport.
- j) Driving TEST (note that this does not include driving lessons)
- k) School visits or trips
- l) Exams

If the absence is known in advance you should collect and complete a yellow 'absence' form from reception. You will need to obtain signatures from each of your subject staff to show you have informed them of your intended absence. If you do this, any absence during the nominated period will be recorded as an authorised absence and will not affect your attendance record.

## UNPLANNED ABSENCE:

These are emergency enforced absences only such as illness. You or your parent / carer must contact the Sixth Form Centre every day that you are ill. Failure to do so is seen as an unauthorised absence and will affect your attendance record and any Bursary payment that you may be entitled to. **Call Sonya Harvey at reception on 01454 862150.**

Continued....

Please be advised that you will be requested to provide a doctor's note if illness persists. Cases will be treated sympathetically but on a one off basis.

## **PLANNED ABSENCE WHERE THE SIXTH FORM WILL NOT GIVE CONSENT**

Below are examples of circumstances where the Sixth Form will **not** give you authorisation, as these are events which we would expect you to carry out OUTSIDE of the school days or within the holiday.

- a) Holidays
- b) Part- time employment during the school day
- c) Leisure activities
- d) Birthdays or similar celebrations
- e) Babysitting
- f) Shopping
- g) Driving lessons

Such absences will be recorded as **unauthorised** and will affect your overall attendance record and any Bursary payment.

**Even just 90% attendance would mean that you have missed up to 4 weeks of lessons over an academic year.**

**Studies show that 90% attendance reduces results by up to 1 grade.**

# Subject Expectations for Post-16 Study

Listed below are all the subject expectations for AS level study, in order to be a successful and productive A level student.

Find your 4 AS subjects, and study the home work and wider reading/ research expectations. *Consider when will you undertake this? Where? How?*

<b>Subject</b>	<b>Home work per week</b>	<b>Wider reading/ research per week</b>
<b>Applied Business</b>	5 hours in total	
<b>Art</b>	3-6 hours in total	
<b>Biology</b>	4 hours	4 hours
<b>Business studies</b>	2 hours	1 hour
<b>CCLD &amp; HSC</b>	5 hours	2 hours work experience
<b>Chemistry</b>	2-3 hours	1-2 hours
<b>Economics</b>	3 hours	3 hours
<b>English</b>	2 hours	2 hours
<b>French</b>	5 hours	1- 1.5 hours
<b>Geography</b>	2-3 hours	2 hours
<b>History</b>	2-3 hours	2 hours
<b>IT</b>	2 hours	2 hours
<b>Maths</b>	4 hours	n/a
<b>Media Studies</b>	1 hour	2 hours
<b>Music</b>	3 hours	30 mins per day practice
<b>PE</b>	1 hour	1-2 hours
<b>Performing Arts</b>	2 hours	Varies with practical assessments
<b>Photography</b>	4 hours	1 hour
<b>Physics</b>	2-3 hours	2-3 hours
<b>Product Design</b>	5 hours in total	
<b>Psychology</b>	30mins – 1 hour/day	30mins – 1 hour/day
<b>RPE</b>	3-5 hours	2-3 hours
<b>Sociology</b>	2 hours	1 hour
<b>Travel and Tourism</b>	5 hours in total	



# Making the jump from GCSE

Making the move up from GCSE level study is not always an easy one.

The transition will involve you in developing important new skills which will help you to succeed at Post-16. They will help you to access your work, organise yourself and work towards achieving your goals within the time limits.

The key transitional skills are listed below....

## NOTE TAKING



Notes don't have to mean pages and pages of writing. You could make your notes in to:

- Short bullet- pointed points.
- Mind maps or concept maps.
- Posters
- Revision cards/ flash cards

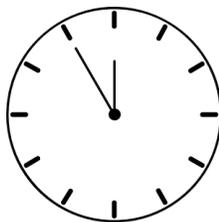
## WIDER READING



All your subjects will expect to carry out some wider reading in to the topics or themes studied. They won't always tell you to do this so you need to take the initiative! Try:

- The internet.
- Books in the library.
- Newspapers.
- Journals/ magazines in the library.

## TIME MANAGEMENT



Perhaps the most important skill of all!

To be an effective time manager, you will:

- Have a time table you stick to.
- Keep track of deadlines.
- Write all home work/ course work in your diary.
- Decide when and where you will work for specific deadlines.
- Put academic work at the top of your priorities!

## ESSAY WRITING



In many subjects, you will need to write essays or long structured answers.

The key to a good essay is:

- **Planning!** *Plan what you're going to write.*
- **Structure:** *how you are going to write it. Introduction? Body? Conclusion?*
- **P.E.E:** *Point... Evidence..... Explanation.*
- **The question:** *consider are you answering the question?*

## ORGANISATION



Being organised is at the heart of success as you will be juggling a lot of academic work and School commitments at once.

Tips for good organisation:

- **Folders with dividers for each subject**
- **A place to work**
- **High lighter pens**
- **Post- it notes**
- **A DIARY!**

## REVISION

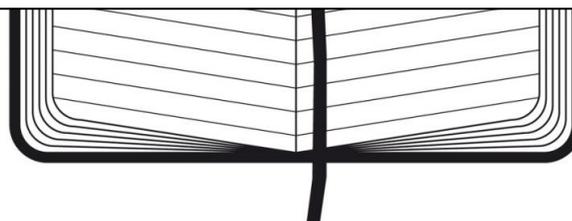


The sooner you start, the more straight-forward it becomes!

Get in to the habit of making flash cards, and revision notes from the beginning. This will help you to structure your work and identify areas you need help with, or need to spend more time on.



You will be given a free diary in September – use it well!



# Check List for Post-16 Study



To be an effective sixth form student you will require the following equipment/ resources in preparation for starting your courses:

1. Ring binder for daily school use, with labelled dividers for different subjects and teachers
2. At home, one ring binder or lever arch file per subject, to put notes into once you have finished a topic.
3. Specification for each AS subject, printed and placed in folders
4. Dividers for folders (to separate topics or taught sections)
5. Pens/ pencils
6. Highlighter pens
7. Calculator (Maths/ Science/ Geography/ Psychology/ Business)
8. Dictionary (for MfL students if asked to purchase one)
9. Memory stick (cheap ones can be purchased on Amazon) - with your name on!
10. Text books
11. Any summer work you were given on induction day.

# Tracking Your Progress in the Sixth Form

**SUBJECT 1:** \_\_\_\_\_ **Teacher/s:** \_\_\_\_\_

**Target grade agreed in Term 1** \_\_\_\_\_

Date	Assessment	Grade	Target met?	Targets for improvement

# Tracking Your Progress in the Sixth Form

**SUBJECT 2:** \_\_\_\_\_ **Teacher/s:** \_\_\_\_\_

**Target grade agreed in Term 1** \_\_\_\_\_

Date	Assessment	Grade	Target met?	Targets for improvement

# Tracking Your Progress in the Sixth Form

**SUBJECT 3:** \_\_\_\_\_ **Teacher/s:** \_\_\_\_\_

**Target grade agreed in Term 1** \_\_\_\_\_

Date	Assessment	Grade	Target met?	Targets for improvement

# Tracking Your Progress in the Sixth Form

**SUBJECT 4:** \_\_\_\_\_ **Teacher/s:** \_\_\_\_\_

**Target grade agreed in Term 1** \_\_\_\_\_

Date	Assessment	Grade	Target met?	Targets for improvement

# Tracking Your Progress in the Sixth Form

**SUBJECT 5:** \_\_\_\_\_ **Teacher/s:** \_\_\_\_\_

**Target grade agreed in Term 1** \_\_\_\_\_

Date	Assessment	Grade	Target met?	Targets for improvement

# Notes from progress review meetings

(with tutor, subject teachers, etc)

Date. Subject. Member of Staff.	

Date. Subject. Member of Staff.	

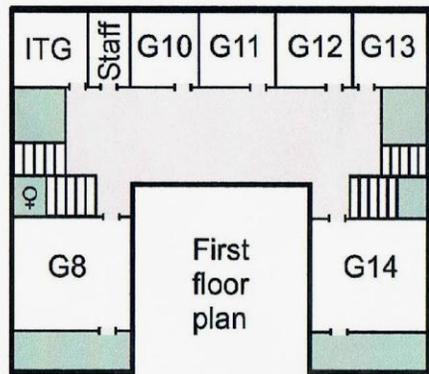
# CASTLE SCHOOL

Sixth Form Centre

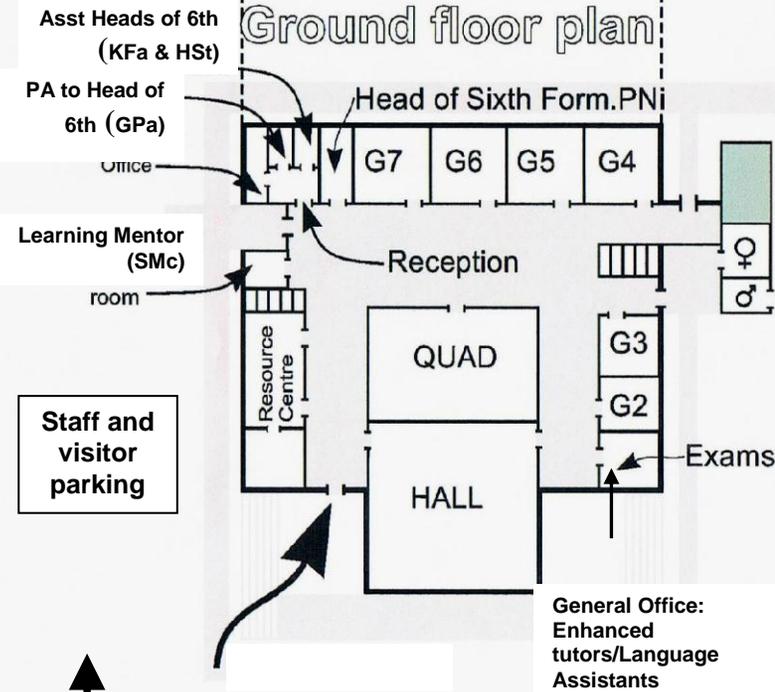


Gloucester Road,  
Thornbury,  
South  
Gloucestershire,  
BS35 1DJ

Tel: 01454 300450



## Ground floor plan



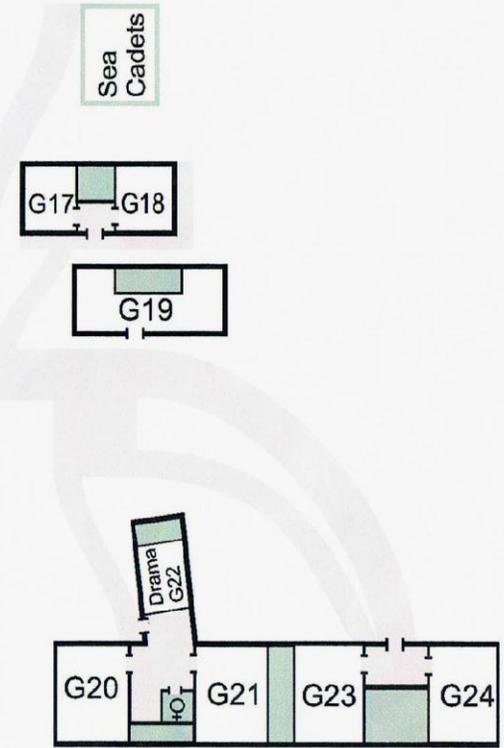
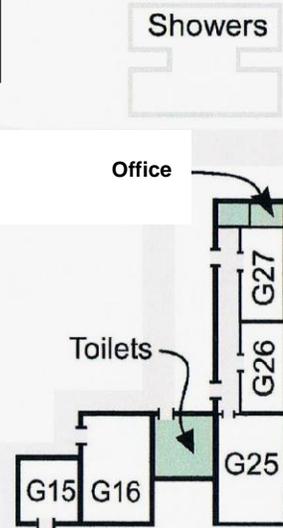
Staff and visitor parking

Entrance

Entrance

Staff and visitor parking

Social Services



Showers

Gloucester Road