

Welcome to South Wilts Grammar School Sixth Form 2016-18



YOUR HANDBOOK

Name

Reg and Tutor

SEPTEMBER 2016

Dear student,

Welcome to the Sixth Form at South Wilts. We are a vibrant learning and caring community which seeks to develop fulfilled and prepared young people. As such, everything we do is informed by these values:

1. **Vibrant learning:** central to everything we do is to ensure that you have an outstanding educational experience. The teachers here have a real depth of subject knowledge and we always strive to make your academic experience an exciting one which helps to develop your interest in the subject. As well as this, we have a variety of additional support in place to ensure that you make the very best possible progress in your time with us. This ranges from regular subject help sessions to academic mentoring. Our aim is to ensure that absolutely nobody feels unsupported and that all students feel confident about their work.
2. **Caring for each student:** we care about every individual in the sixth form and, as such, place a real emphasis on pastoral care. We want to do everything we can to support you in the sixth form, so if you have a concern, no matter how big or small, talk to someone. We have a really well developed support network, and there is always someone to talk to whether it is your form tutor, your head of year, the school counsellor or chaplain. We will spend as much time as it takes to help you and will do our best to make sure that you are happy.
3. **Community:** one of the great things about the sixth form is the opportunity to meet new people and make new friends. But more than this, we place a substantial emphasis on the importance of building positive, respectful and thoughtful relationships with each other; on the recognition what we do and say has an impact on everyone else; and on the development of an outlook which goes beyond simply what we can gain for ourselves, but on how we fit into society and on how you – as young people – can make a positive impact on others.
4. **Develop fulfilled and prepared young people:** we seek to ensure that you leave school as confident, self-aware and independent people, who have a sense of where they are going in life. As part of this, we do our best to ensure that you have a really good range of extra-curricular experiences and provide you with the very best possible careers and personal development advice. Whatever you want to do, whether it is to begin your career straight from school, go to Oxford or Cambridge, be a vet or a medic, complete an art foundation course or an acting course, we will work with you – so that we do what's best for you.

In return, we ask for three basic things:

1. **Contribute fully to the life of the school:** get involved, say 'yes' and make the best of your time with us.
2. **Have the very highest possible standards:** you will find, later on in this handbook, the Sixth Form Learning Charter which sets out our expectations on attendance, behaviour and the dress code, amongst other things. They are very clear, and we expect you to follow them; we would rather be talking to you about your academic progress or helping you with your concerns than talking to you about the dress code. Nonetheless, we monitor all of these things rigorously and expect you to follow the very reasonable expectations which we have.
3. **Be a role model:** you play a critical role in the life of the school. Younger students look up to you. Be a role model to which they can aspire.

The next two years are a vital bridging point between 11-16 schooling and your adult lives – so do your best to make the most of it and become your very best selves!

We ask that you show the handbook to your parents and tell them that there will be a Year 12 Parents' Briefing in September (the date will be confirmed at the beginning of the new academic year). Our support to you and your parents about the route through this next stage to employment and university entrance starts at this meeting.

We look forward to working with you through the next stage in your school career.

Michele Chilcott
Headteacher

Dan Bishop
Director of Sixth Form

Hayley Marsh
Deputy Head of Sixth Form

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ACTION FOR AUGUST AND THE BEGINNING OF TERM

Thursday 25th August

GCSE results will be in schools on Thursday 25th August (at SWGS from 10.00am).

The entrance requirements for SWGS Sixth Form are at least 6 GCSE passes at Grade A* to C and at least a B grade in English and Maths or Science. Most subjects also require grade B for students wishing to take A Level. (We expect all students to take 4 AS levels and GS or EPQ or L3 Maths.)

1. School will be open on Thursday 25th August from 10.00am until 2.00pm and on Friday 26th August from 9.00am until 12 noon for advice and guidance on AS courses. This is available to **all students** who have applied to the Sixth Form.
2. Inform SWGS immediately if you do NOT want to take up your place (you could be holding a place in a shortage subject). Please phone reception 01722 323326 or email sixthform@swgs.wilts.sch.uk
3. **Register to confirm you DO want to take up your place**

Registration can be completed in one of the following two ways:

- a) In person (preferred method). Visit SWGS on Thursday or Friday and bring with you:
 - The blue registration form in your induction pack
 - A photocopy of your original GCSE results, including any taken in Y10
- b) By email. Please scan the following (we will unfortunately not be able to accept alternatives):
 - The blue registration form in your induction pack
 - Your original GCSE results, including any taken in Y10, or an email from your school with this information

They should be emailed to: sixthform@swgs.wilts.sch.uk

Thursday 1st September – BWS induction afternoon

12.30 Induction for students taking subjects at BWS.
Meet in reception at SWGS and leave for BWS. BWS induction will end at 2.30pm
If you do not have lessons at BWS, you do not need to attend.

We may invite some students into school to discuss options. We are also available for appointments if you would like to see us.

Friday 2nd September

Year 7 Induction Day. Sixth Form students are **NOT** required to be in school.

Monday 5th September

Term starts for Year 12

08.40 Registration. Please arrive in plenty of time and go straight to your tutor base.
Library and ICT induction will take place for new students in Ps 3 and 4.
Lessons will begin P5.

The school will provide every Year 12 student with a free Homework Diary; therefore, you do not need to provide your own.

SECTION A

General Information for
students and parents

GENERAL INFORMATION

a) Who's who? Student support at SWGS

Your Tutor, is your first point of contact if you have any concerns. Speak to them during registration, or make an appointment with them. The tutors in 2015-16 are as follows:

Lead tutor	Tutor's subject	Tutor room
12A: E Allsopp ECA	Geography	N6
12B: E Aydemir EMA	Chemistry	N4
12C: C Allen CLA	PE	05
12D: C Hess CXH	Art	042
12E: J Coundley JAC	English	08
12F: M Nolan MRN	History	036
12G:M Harrison MXH	English	010
12H: S Hackett SLH	French	053
13A: J Layton JXL	English	N9
13B: R Southern RAS	Maths	S2
13C: G Mahoney GAM	Food Technology	D9
13D: J Brown JCB	Physics	N1
13E: K Kirby KSK	Psychology	S1
13F: L Leyland LAL	Geology	N12
13G: N Harris NAH	Business Studies	052
13H: J Sadowski JHS	Chemistry	N13
13I: S Davies SJD	English	P4
13J: P Wood PJW	Maths	N2

Mr Dan Bishop, Director of Sixth Form, has an office in the Sixth Form Centre (S5).

Miss Hayley Marsh, is Deputy Head of Sixth Form and Head of Year 12 and Year 13 and has an office in the Sixth Form Centre (S7).

Miss Sara Gillott, Sixth Form Administrator, has an office in the Sixth Form Centre (S6).

Mrs Jane Mackay, Careers and Personal Development Officer, has an office in the Sixth Form Centre (S4) and is in school Monday to Thursday.

6th Form Mentors provide support for students coming into the Sixth Form.

Mrs Carolyn Stammers, Senior Deputy Headteacher, has an overview of all pastoral support in the school and has an office in the Old Building.

Mrs Amy McGuinness, Assistant Headteacher, writes the timetable and deals with all course changes and has an office in the Senior Leadership Team area.

The School Nurse, is available in 044 for drop ins on Tuesday lunchtimes.

Mrs Didge Gray, the School Counsellor, also uses room 044 and students can make appointments or drop in to see her at lunchtime on Mondays and/or Thursdays.

Mr Joe Evans, Examinations Officer, has an office in the main corridor (N28).

b) Conduct, behaviour and attendance

We expect the very highest standards of conduct and behaviour from students at all times. We expect you to model the very clear ethos of the sixth form in all that you do: high standards around learning, high standards of thought and care for others, high standards of care for the environment in which you work. These expectations are summarised in our sixth form learning charter:

Sixth Form Learning Charter

As a Sixth Former, your position brings with it certain privileges. With those privileges also come responsibilities, as you become role models for younger pupils and ambassadors for the school.

SWGS is a place where girls thrive in an academic, and nurturing environment. As a Sixth Former, your influence on younger pupils is considerable and must not be underestimated. Therefore it is important that you fully appreciate your role in being young leaders in the school.

This Learning Charter illustrates some of the expectations we have of you in the Sixth Form.

Academic Work

The complexity and volume of work as an A level student is considerably higher than that at GCSE. You are expected to complete all work set and undertake independent study to extend and support your classwork.

Expectations in lessons:

- Attend lessons well prepared and ready for work
- Concentrate and contribute throughout your lessons
- Complete all work set
- Challenge yourself to attain the highest standards you can

Catching up missed work:

- Avoid absence wherever possible.
- If you have an unavoidable absence approaching, inform the sixth form office and your teachers so that you can collect work.
- If you miss a lesson through illness, collect missed work as soon as possible afterwards so that you do not fall behind.

Homework and independent study:

- Homework will be regularly set. In addition, sixth formers are expected to engage in regular independent study.
- Homework must be submitted on time and reflect serious effort being made.
- Independent study is necessary in the sixth form. Your timetable will have some periods that are not allocated as lessons. These are not 'free' lessons but instead are there to enable you to do some independent study during the school day. Your teachers will guide you on suitable work you can complete.

Your teachers will monitor your work closely and they will support you in achieving your goals. However, if you are finding any aspect of your work difficult – such as managing your time, complexity of the work or volume of work, it is crucial you speak with you form tutor or subject teachers as soon as possible. Remember, we are here to support you.

Lack of focus or hard work may result in you having to repeat assignments, re-sit exams, be refused study leave privileges. You may also jeopardise your chances of progressing to the University or employment route of your choice.

Attendance and Punctuality

- You should arrive punctually to all lessons and registration periods. Good attendance and punctuality are crucial for success. Both attendance and punctuality will be monitored.
- If you are taught in SWGS and BWS, you should walk quickly and directly between the sites.
- Lateness to lessons and registration (more than 5 mins) will be marked with an 'L'.
- Persistent lateness will lead to action in line with our attendance and punctuality policy.

Conduct around school

- As role models to younger pupils, it is crucial that you exemplify excellent conduct and behaviour around the school. This includes no chewing gum, no headphones outside the sixth form block, no use of mobile 'phones while walking and 'phones must be switched off in lessons, polite and courteous conduct at all times.
- Those who act as good role models can expect to have the chance to take on roles of responsibility and leadership within the school.
- All students are to be treated with courtesy and respect. All incidents of bullying will be investigated and taken seriously. We aim to resolve incidents of bullying through discussion in the first instance. Parents will be informed, as appropriate. Serious and repeated incidents of bullying will result in full implementation of the school's Behaviour Policy. Any action taken will be recorded on file.

Use of Voice

Use your voice with consideration for others – no swearing; no discriminatory language; use an appropriate volume; engage in respectful and positive conversation.

Appearance

A privilege of being a Sixth Form student at SWGS is the absence of a uniform. Instead pupils are permitted to dress with individuality but are expected to wear clothing that is appropriate for a place of work – essentially, smart-casual. That is, it should be clean and tidy; it should be inoffensive and should enable you to move around school safely. Guidelines include:

- Smart jeans/ trousers/ dress/ skirt
- Appropriate skirt/ dress length
- One unobtrusive nose study only
- Tattoos must be covered
- If you are wearing a strappy top, low-cut top or have a bare midriff, we will ask you to wear a cardigan or other appropriate top
- Sportswear is only appropriate for sport unless given permission by the teacher on each occasion
- No offensive slogans or images
- For health and safety reasons, you cannot wear flip-flops

Students not conforming with the dress code will either be sent home to change or will be lent school leggings/ cardigan/ t-shirt for the day. Please also note that some departments will require you to wear appropriate clothing to ensure you are safe in the lessons. (e.g. science practical classes)

Dress code will be monitored by teachers and infringements may result in a 'phone call and/or letter home. It is important that you make the right choices.

Sanction Procedures

Below is a copy of the sanction procedures which the school follows in case of breaches of the school's behaviour policy:

Stage	Behaviour- first offence e.g.	Procedure
1	<ul style="list-style-type: none"> • Lateness to class • Inappropriate use of voice • Forgotten books • Mild rudeness • Mild inappropriate language • Low level disruption • Running in the corridor • Eating and drinking in the corridor (including chewing gum) • Mobile phones in lessons or being used in corridors while walking • Dress code issues / inappropriate dress 	<p>The teacher will explain to the student what they have done wrong and/or keep the student in after the lesson. Students will be given a warning.</p> <p>Confiscation of mobiles/headphones/hoodies/bracelets etc for the day</p>
2	<p>A repeat of any of the above</p> <ul style="list-style-type: none"> • Missed work • Rudeness • Silly behaviour • Consistent lateness • 1 piece of work not handed in/ or brought for use in class • Abusive language towards others • Graffiti /defacing work • Failure to follow staff instructions <p>The member of staff will fill in the cause for concern form if the offence is not within lessons or subject related, as this will be a pastoral detention.</p>	<p>Departmental detention at lunchtime. Head of Year/Head of Department informed. A detention form is completed.</p> <p>For lateness, a student will be seen by the Head of Year (see attendance and punctuality policy)</p> <p>Work not handed in is dealt with at Departmental level.</p> <p>Cause for Concern form: tutors and Head of Department will always be informed. Possible pastoral detention.</p> <p>Confiscation of mobiles/headphones/hoodies/bracelets etc for the day</p>
3	<ul style="list-style-type: none"> • Repeated Departmental detentions (After second detention with any Department an after school Detention must be set by the HOD.) • Three missed HW in a mini term • 3 dress code lapses in a mini term • Repeated failure to follow staff instructions 	<ul style="list-style-type: none"> • After school detention • Parents informed • Detentions entered into SIMS • Cause for concern form, inform Head of Year/ Director of Sixth Form <p>Social time to be spent in the corridor outside the Head teacher's office.</p> <p>Confiscation of items and parent required to collect</p>

	<ul style="list-style-type: none"> • Very rude behaviour (letter of apology must be written) • Swearing at a teacher (letter of apology must be written) • Continued lateness after HOY intervention (see Stage 3 of attendance policy) <p>After school detentions are on alternate Fridays from 15.45 - 17.00 in L3. Work will be set.</p>	<p>If this does not happen in a classroom or Department the after school detention will be set by the Head of Year/ Director of Sixth Form as a result of a Cause for Concern.</p> <p>Possible Head of Department report card. This will be reported to Head of Year, Director of Sixth Form and Senior Leadership Team.</p>
4	<ul style="list-style-type: none"> • Repeated missed work • Repeated rudeness • Theft • Smoking • Bullying • Incomplete coursework • Continued and repeated dress code lapses • Continued and repeated lateness (see stage 4 of attendance and punctuality policy) 	<p>Students required to be in school on INSET day. Will be asked to complete missing work, or cleaning</p> <p>Meeting with parents. Internal suspension from lessons or break or lunchtime</p> <p>Possible Director of Sixth Form report card Interview with Director of Sixth Form/ Deputy Headteacher</p> <p>Sixth Form students put on a Special Contract with specific targets</p>
5	<ul style="list-style-type: none"> • No improvement • Persistent theft • Persistent bullying • Repeated smoking • Physical assault • Possession or use of drugs 	<p>Fixed Term Exclusion Police intervention Meeting with parents</p>
6	<ul style="list-style-type: none"> • More than 40 days' exclusion from school • Drug dealing 	<p>Permanent Exclusion Police Child and Family Guidance</p>

Report / Monitoring cards for HOS or Assistant Head will be used at any appropriate time.

- Special consideration will be at the discretion of the HOS
- Non-teaching staff should always use the Cause for Concern form
- Students can be asked to wait in reception if challenged by a non-teaching member of staff.

More specific information about attendance procedures

Good attendance is one of the most significant factors in a student's progress and achievement; missing lessons puts a student at a serious disadvantage. Staff take registers in all Sixth Form lessons and attendance in both lessons and registrations will be closely monitored. We will be very concerned if, for whatever reason, attendance falls below 85% in any subject or in registration, and will involve parents in a discussion about how to improve this. If attendance is not satisfactory a student will be asked to pay entry fees for AS and A level exams. Attendance figures will be shared on UCAS applications and references for jobs along with an explanation of any valid extenuating circumstances.

1. Registration

Students are required to register once in the morning and once in an afternoon lesson and to arrive punctually (08.45 and 12.55). Anyone arriving after morning registration for any reason must sign the late book at Reception. Students who have lessons at BWS periods 1 or 5 will register at BWS. Students who have study periods 1 and 2 followed by a lesson at BWS may request permission (letter from parents to Director of Sixth Form) to register at BWS instead, excluding Assembly days (Tuesday and Friday).

2. Lessons

Students are required to attend all lessons and to arrive punctually.

3. Assemblies

Sixth Form students attend two assemblies each week: Sixth Form Assembly on a Tuesday and Upper School Assembly on a Friday. Assemblies start at 08.50 straight after registration. All students are required to attend unless they have lessons first thing at BWS.

4. Individual study periods

One of the most important lessons to learn is how to use this time wisely. Students will have specific allocated supervised study periods which they must attend. They should also use their non-allocated periods sensibly. The following places are available for study:

- Study Area in the Sixth Form Centre
- Designated study room
- The Learning Resource Centre
- The Dining Room (outside break and lunchtimes)

We are a full-time school, and students are expected to attend school in that way. Students may leave early on Friday afternoon if they have no lessons, and are permitted to go off-site when they do not have lessons or study periods, for short periods of time during the day (e.g. to visit Waitrose). They must sign out of school and back in. This privilege will be revoked if concerns arise about students' work.

Study periods may be used for Work Shadowing or volunteering if requested in writing by parents and agreed in advance by the Director of Sixth Form.



5. Absences

Students who are ill and unable to come into school must inform the school by telephone (01722 323326) or email (attendance@swgs.wilts.sch.uk) and bring a note from parents on their return. If authorisation of absence is not received an email will automatically be generated and sent home for confirmation by parents.

Students taken ill in school must report to Reception. The office staff will help and contact parents if necessary. Students must not go home without reporting to Reception.

Dentists', opticians' and other medical appointments must be made out of school hours if possible. Students must sign out at Reception and provide proof of attendance or parental authorisation for all appointments. Driving lessons must not be booked during lessons, although the Director of Sixth Form may, at his discretion, allow students to take them during study periods. Leave of absence for a driving test may be requested in writing to the Director of Sixth Form.

6. University visits

Wherever possible visits to Open Days should be made at weekends. Permission to attend University Interviews, Open Days or courses at any other time must be sought before the visit by completing a University Visit Form. Copies are available in the pigeon holes outside the 6th Form Office. Visits made during school time should, if possible, be limited to a maximum of 3 in term 6 of Year 12 and 5 anytime in Year 13.

7. Teacher Absence

If for any reason a teacher is absent from a lesson work will be set. Students must attend as normal and a register will be taken.

8. Communication

All students are allocated an email address. Many important messages are communicated via email so it is vital to check this at least once a day and to check that the mailbox is not full. Students have access to both their school email and their school folders through "Frog" which is the school's VLE (see page 13). Further information will be given in September and students new to the Sixth Form will receive ICT induction on the first day of term.

You will see on the next page the sixth form attendance interventions if you do not follow our rules on attendance.

Absence Interventions Procedure

Registration (session) absence – Stage 1

- Miss Gillott will email parents (daily) to deal with unauthorised absence (N)
- She will send a follow up email one week later to follow up unauthorised absence (N)
- If there is no contact from parents, this changes to O (unauthorised)

Punctuality

- Tutors will see all students with one L or U in a week and discuss

Lesson absence – Stage 1

- The class teacher sees a student with a missed lesson (N). They can then:
 - A) Change register to T code and put in a comment to explain absence if there is good reason.
 - B) Leave it as N if there is no good reason for absence
- T can also be used if a teacher knows the reason for absence already.

Registration (session) absence – Stage 2

- If a student has more than 2 'Ns or Os' in a mini-term, they have a meeting (recorded on mentoring sheets) with their Head of Year in which targets are set. **If there is improvement, no further action.**

Punctuality – Stage 2

- Heads of Years will see all students with 3 or more Ls or Us in three-week period. Targets/ detention will be set. Letter will be sent.

Lesson absence – Stage 2

- HODs will see all students with two missed lessons in a mini-term. Targets will be set. **If there is improvement, no further action.**
- If no improvement, HOD refers to Stage 3 (HOY).

Registration (session) absence – Stage 3

- If a student does not improve after Stage 2 and continues to accrue unauthorised absence, there is a meeting with the Director of Sixth Form and parents in which targets are set. **If there is improvement, no further action. Student attendance is monitored closely.** Letter.

Punctuality – Stage 3

- Director of Sixth Form will see all students if there are continued Ls/Us at Stage 2 Level. Targets will be set. Letter will be sent.

Lesson absence – Stage 3

- Head of Year or Director of Sixth Form will see all students if there are repeated missed lessons at Stage 2 level. Targets will be set. A letter will be sent.

Registration (session) absence – Stage 4

- If a student does not improve after Stage 3 and continues to accrue unauthorised absence, there is a meeting with the Senior Deputy Headteacher and parents in which targets are set. **If there is improvement, no further action. Student attendance is monitored closely. If there is no improvement, students may be asked to leave.**

Punctuality – Stage 4

- If targets from Stage 3 are not met, student will see the Senior Deputy Headteacher and targets are set. If there is no improvement, students may be asked to leave

Lesson absence – Stage 4

- If targets from Stage 3 are not met, students will see the Senior Deputy Headteacher and targets are set. If there is no improvement, students may be asked to leave

c) Daily routines

The School Day

8.45 am	-	9.05 am	Registration in tutor base and Assembly
9.05 am	-	9.45 am	Period 1
9.45 am	-	10.20 am	Period 2
10.20 am	-	10.40 am	Break
10.40 am	-	11.20 am	Period 3
11.20 am	-	11.55 am	Period 4
11.55 am	-	12.55 pm	Lunch
12.55 pm	-	1.35 pm	Registration and period 5
1.35 pm	-	2.15 pm	Periods 6
2.15 pm	-	2.35 pm	Break
2.35 pm	-	3.10 pm	Period 7
3.10 pm	-	3.45 pm	Period 8

Except for the lunch hour (and brief visits outside school, in which students carefully follow school procedure as outlined above) Year 12 students must stay in school for the working day. This will enable you to build up good study habits.

School Work Load

For each of your subjects, expect to spend substantial time studying outside lessons. Work will not come in at an even rate. If you can establish a pattern of putting aside a regular amount of time for doing background reading, consolidation and learning of work covered in the quieter times in between major pieces, then you will have learnt to organise yourself for success.

A free homework diary will be provided at the start of the autumn term. Tutors will ask to see diaries in the first few weeks. They are essential tools for successful time management.

Handing In Work and Meeting Deadlines

In the Sixth Form, we support students in their attempts to take more responsibility for their work. Staff will be sympathetic if you have problems with work set, as long as these problems are discussed before the work is due in! Missed deadlines and attendance are recorded on grade and full reports. If you regularly miss deadlines departments will issue you with a subject support card and will inform your parents. You will be asked to catch up missed work at lunchtime or during study periods.

Paid Employment

Paid employment gives you many opportunities to work with other people and take responsibility as well as affording you the measure of independence an income brings you. However, do not take on too much and remember which are your priorities! More than 8 hours a week is likely to have an adverse effect on academic work and, of course, examination performance.

Either Saturday or Sunday work is ample, bearing in mind that you are studying on a full-time course and that you will need to study in the evenings. More than one weekday evening can cause problems with completion of homework.

Paid employment **must not** be arranged during school hours.

Parking

There is no parking permitted on the school site for Sixth Formers.

Cycling

You are welcome to cycle to and from school and bicycle sheds are provided for storage. Please note that you are advised use a bicycle lock when storing your bike in school and no cycling on site is permitted. You are advised to wear a cycle helmet for your own safety.

d) Facilities

The Learning Resource Centre

- The LRC is open during term time from 8.15am until 5.00pm (4.30pm on Friday). Sixth formers may use it at any time during this period.
- A maximum of 10 items may be borrowed at any one time. The loan period is 3 weeks though books may be renewed if not reserved by other readers. You do not need to bring the books in to do this, just see the Librarian. If books are overdue the first reminder is sent by e-mail, the second on paper via form tutors, and the third after eight weeks is sent home to parents or guardians. Please do not ignore these reminders!
- Please take care of any items you borrow and report any damage. No food or drink should be brought into the LRC, and mobile phones must be switched off. There is not a requirement to be silent in the LRC, but please work quietly at all times.
- A selection of magazines is available, as well as daily newspapers The Guardian and the Daily Telegraph. The Salisbury Journal is also taken on Thursdays and back copies are available on request.
- The non-fiction section of the LRC is arranged by the Dewey classification scheme and the fiction is arranged alphabetically by author. The LRC is computerised by the Heritage Library Management System, which is networked. By clicking on the All Programs, Accessories, Heritage Library Software, searches of library stock can be carried out, reservations made and you have access to your personal record of loans.
- The LRC has a large number of reference books including dictionaries and text books. These must not be removed from the LRC without permission and have a yellow strip on them.
- 32 networked computers with Internet access are available in the LRC for research and study use. There is also a scanner, colour and black and white printer.
- There is an electromagnetic security system in operation, so please make sure any items are correctly issued – if the alarm sounds, please return to the LRC.
- A pay as you go colour photocopier is available.
- The Librarian will always be pleased to give you any advice and help you may need in finding resources to aid your studies – please do ask!

Sixth Form Centre

One of the privileges of being in the Sixth Form is the use of the Sixth Form Centre for relaxation and work. The study area is equipped with computers and has ample space for work. The relaxation area has a coffee machine, microwave, fridge and dishwasher. It is every member of the Sixth Form's responsibility to keep it clean and tidy! Each student is asked to make a voluntary one-off payment of £20 at the beginning of Year 12 towards the upkeep of furnishings and decoration. The Sixth Form Study Centre is out of bounds at registration times when you should be with your tutor.

Canteen

The School Canteen is open early for breakfast from 8:20am and at break and lunchtime. Sixth Formers take precedence in the queue for the first 5 minutes of lunchtime.

Lockers will be available on the first day of term.

ICT facilities

- Students are welcome to use the computer facilities in the ICT rooms at any time when the rooms have not been booked for specific lessons or activities. In addition it may be possible to utilise unused computers during a lesson with the relevant teacher's permission. All rooms are open throughout the school day. In addition, the LRC is open from 8:15am until 5:00pm except on a Friday, when it closes at 4:30pm.
- Each student is allocated at least £5 printing funds at the start of each term. Additional funds can be added to your account at the Finance Office or via ParentPay. A black & white laser printed page uses 5p. Once you have printed your document you can collect it from any of the "FollowMe" photocopiers around the school.
- Students are allocated a logon identity based on the year that an individual would have joined the school in Year 7 and a combination of their initials. This will normally be notified by letter at the beginning of the academic year or in discussion with the ICT Network Manager; e.g. 03XYZ.

The suites are equipped as follows:

- | | |
|-----------------------------------|---------------------------------------|
| • O36 (Old Building) | 33 PCs |
| • O52 (6 th form only) | 17 PCs |
| • O48 (Old Building) | 34 PCs |
| • M20 (Maths block) | 33 PCs |
| • D5 (Technology block) | 24 PCs |
| • D2 (Technology block) | 17 PCs |
| • N5 (New Building) | 33 PCs |
| • Sixth form study area | 30 PCs (open before and after school) |
| • The Learning Resource Centre | 32 PCs (open before and after school) |

More specialist ICT facilities are available in the Music Technology room (P4 – 16 PCs). These facilities may only be used with permission from the relevant subject staff. All computers use the Microsoft Windows operating system and are networked with internet access via the school broadband connection. They all have easily accessible USB ports for the use of USB flash storage drives or "sticks".

Applications software is as follows:

- Microsoft Office 2013 Professional
- Adobe CS6 Suite
- A large range of general purpose and subject-specific software

All students have a school-based e-mail account, which we expect to be used responsibly.

Instructions for putting emails onto mobile 'phones can be found on the VLE in the 'documents' section, or outside the sixth form offices. It is also possible for students to connect to their school network account from home via the school VLE. Again, we expect this to be used responsibly. These accounts will not be set up until we receive back a signed copy of the acceptable-use policy which is in the new students' pack.

You can access your network "My Documents" folder from home via the school VLE.

The school VLE will allow you to transfer computer files to and from school by using your home computer. This may be more convenient than using e-mail to send work files as attachments. A USB stick is useful to transfer files between school and home but the VLE has the advantage of allowing you to connect directly to your school files, so you can work on an item that you have forgotten to bring home. It is also useful if you are unexpectedly ill, but still want to work.

VLE Instructions

- Click on the "School VLE" link on the schools website homepage – <http://www.swgs.wilts.sch.uk>

- Login using your school network username and password
- Once logged in, click “school drives”
- You can now access your “My Documents” and the school “shared documents”

e) Studying at Bishop Wordsworth’s School

Points of contact

For SWGS students at BWS either for information or concern, please contact:

Mr Richard Burnside, Head of Sixth Form
Email: rvb@bws.wilts.sch.uk

Or **Mrs Ann Cullen**, Sixth Form Pastoral Officer
Email: amc@bws.wilts.sch.uk

The Sixth Form Office is situated on the first floor of the Sixth Form Block. Please ask at Reception if unsure.

Attendance and punctuality

Students taking lessons at the beginning of the day at BWS must arrive in time to be registered in the designated South Wilts Registration Room in the Sixth Form Block by 8.45a.m. On a Tuesday students must register between 8.30-8.40 to allow attendance at the BWS Assembly. Students arriving LATE or at other times should **not** go straight to lessons but must **sign in** at the Sixth Form Office with Mrs Cullen. Students with a lesson p5 at BWS must register in the South Wilts registration room at 12.50. BWS staff will also take registers in lessons. There is enough travelling time for students to get to lessons on time throughout the day. It is the responsibility of each student to be punctual and not delay his or her departure for any reason. Students from South Wilts travelling to BWS should be aware that there is **no parking anywhere on the school site** although bicycles can be accommodated. Students are not allowed to ride cycles/mopeds on either site and must dismount on entry.

Assemblies

If you are at BWS for lessons 1 and 2 on Tuesday you will register in the Sixth Form Block between 8.30 and 8.40 and go to assembly in the Sports Hall.

Facilities

Students from both schools will have access to Library, ICT facilities, Common Room, Canteen and private study areas of the school in which they are having lessons. Only USB sticks are allowed in the ICT suite. Students from South Wilts will be able to use toilets in No.11, the Sports Hall and in the E Block at BWS. Girls should note that they are not permitted in the Sixth Form Common Room and Sixth Form Work Room before 9am.

Dress code

The existing uniform/ dress code rules of each school will be maintained. Students from South Wilts should abide by the SWGS dress code at all times. Any concerns about uniform/ dress code will be passed on to Mr Bishop or Mr Burnside.

Illness

Please inform SWGS if you are ill and unable to attend BWS at the start of the day. Anyone feeling ill at BWS should go to main reception where the office staff will follow the same procedure as at South Wilts. On no account should any student go home during the day without informing the schools.

Lockers

Due to lack of space lockers are not available at Bishop Wordsworth’s for South Wilts students.

f) Careers

Mrs Mackay, our Careers and Personal Development Officer, helps you think through all the decisions you need to make in the Sixth Form regarding all aspects of higher education, alternatives to higher education and employment. She will help you look at the following:

- your options - the best route for you, what you want to do, and how to choose
- how to make sense of all the information out there
- what university for what course
- University Applications Process (UCAS)
- CV and application forms
- interviews for university and employment
- gap years
- anything to do with what you want to do when you leave South Wilts

You can book appointments using the sign up sheets outside S4 or just pop in at break and lunch times to ask a quick question or you can email her. If there aren't any spaces available, please email her or leave a note with contact details and we will arrange a time to meet. **No question is too small, please just ask.**

Throughout the year, in line with PSD, you will be given the following handouts to assist you.

- Choosing Higher Education Courses and Institutions
- CVs, Application Forms and Interviews
- Getting the Best out of University Visits
- Applying to UCAS and Personal Statements
- Student Finance for Higher Education

The Careers Resource Area is in the Learning Resource Centre. It contains a comprehensive range of information about the options available to students including higher education, employment and gap year activities. You will also have access to our online resource – resourcecomp@nion which can be found via the VLE (virtual learning environment) – **subjects-careers-resourcecomp@nion**. You will receive about booklet about this in September.

Higher Education

A complete set of university and college prospectuses together with relevant information issued by the Higher Education Institutions is held for reference purposes only. In addition there are books on:

- Choosing institutions
- Completing your UCAS application
- Writing personal statements
- Oxford and Cambridge applications
- Studying abroad
- Student finance including scholarships, awards and bursaries available.
- Computer applications – Higher Ideas (which can be accessed from students' home).
- Degree course descriptions

Employment and Careers

There are also resources covering a wide range of topics including:

- Particular vocational areas
- Writing CVs and applications
- Interview skills
- Local opportunities
- E-clips online – over 500 leaflets on careers and general information
- Pathfinder – careers application producing career suggestions

The library holds information about Gap Year opportunities and working abroad. All books are listed on the Heritage Library Management System. Don't forget to look at the notice boards in the Sixth Form which are brimming with useful information and ideas.

Sixth Form Careers Calendar

Autumn Term Year 12

Key Events

- **September 2016** Welcome to the Sixth Form for parents (and students if they wish)
- **November 2016** Introduction to Oxford and Cambridge
- **Resources Issued** Sixth Form Handbook

Spring Term Year 12

Key Events

- **January 2017** Parents' Consultation Evening
- **January 2017** Higher Education & Post 18 Choices (parents)
- **February 2017** Higher Education & Post 18 Options Conference (students & parents)
- **February 2017** Oxford and Cambridge University Information (parents & students)
- **March 2017** Oxbridge Conference, (for students interested in Oxbridge)

Resources Issued

- HE & Post 18 Options Conference Booklet
- HE Application Guide Pt 1
- Post 18 Choices (Higher Education Courses and Employment & Training Opportunities)
- Getting the best out of University Visits

Summer Term Yr 12

Key Events

- **June 2017** University Open Day for whole year
- **June & July** Draft Personal Statements
- **July 2017** UCAS Registration, University Visits

Resources Issued

- HE Application Guide Pt 2

Summer Holiday

- Personal Statement & UCAS Application Forms to be worked on
- **17.08.17** AS Results Day, advice and assistance given available as required

Autumn Term Yr 13

Key Events

- **September 2017** Internal deadline for early deadline applications (Medicine, Dentistry, Veterinary & Oxbridge)
- **October 2017** Internal advisory deadline for all HE courses
- **October 2017** UCAS deadline for early deadline applications

Spring Term Yr 13

Key Events

- **January 2018** Parents' Consultation Evening
- **January 2018** UCAS deadline for majority of courses
- **February 2018** UCAS Extra begins (for students who haven't received any offers)
- **February 2018** HE Student Finance Application and Process Briefing for Parents
- **May 2018** Course acceptance date for most students.

Resources Issued

- HE Student Finance

Summer Term Yr 13

Key Events

- **End June 2018** Leavers' Day and Leavers' Ball
- **Aug 2018** A Level Results Day, advice and assistance given as required
UCAS Clearing begins for students not achieving expected grades

If you have any questions, please don't hesitate to contact Jane Mackay, Careers and Personal Development Officer on 01722 343769 or jem@swgs.wilts.sch.uk

g) Student leadership and roles of responsibility

<u>Roles for Year 12</u>			<u>Forms to Miss Gillott</u>	
Position	How many	Responsibilities	How to apply	When
Sixth Form Prefect	30	Lunch, bus, break, common room duties etc	Application form	September and December Y12
Charity Prefect	3	General coordination of charity work. 1 per section. To work alongside Senior Prefects	Application form	September Y12
Academic Mentor	20	1 to 1 work with younger students	Application form	From End of June
Library Prefect	20	Assist with the issue and return of books, answer enquiries one break, lunch or after school per week.	Application form	September Y12
International School Prefect	5	Assist coordination of activities of the International school status	Application form	September Y12
Sports Prefect	variable	Assisting sports captains in leadership and management of sports clubs and events	Application form	September Y12
Drama Prefect	6	Run lower school drama clubs and work with Drama Captains	Application form	September Y12
English Prefect	3 – 4	Assist in the running of various clubs	Application form	September Y12
History Prefect	3 - 4	Help establish and run a History club for lower school students	Application form	September Y12
Dance Prefect	3	Assisting and developing dance within school.	Application form	September Y12
Science Prefect	2 – 3	Assist with department activities	Application form	September Y12
Maths Prefect	2	Help run Maths clubs and work with Maths Captains	Application form	September Y12
Sixth Form Committee Prefect	9 - 18	Help organise the 6 th Form Common Room, social events and charity fund raising	Application form	September Y12
Languages Prefect	3	Coordinate and lead languages activities	Application form	September Y12
Business Prefect	variable	Business and Enterprisise Club Working with younger students	Application form	September Y12
Classics Prefect	variable	Working with younger students Updating VLE	Application form	September Y12
Computing Prefect	variable	Drop in sessions, Open Evenings Helping younger students	Application form	September Y12
Careers Prefect	variable	Publicity for careers opportunities Speaking to students about careeers	Application form	September Y12
Eco-Prefect	3	Coordinate and lead Eco-team activities	Application form	September Y12

<u>Roles for Year 13</u>				
Position	How many	Responsibilities	How to apply	When
Head and Deputy Head Girl	4	Representing school; organising prefects etc.	Application form	Just before or after Easter in Y12
Senior Prefect	18-20	Supervising prefects; helping at school events	Application form	After Easter Y12

Senior Charity Prefect	3	Coordinating Charity Representatives, organising charity assemblies	Application form	After Easter Y12
Senior Academic Mentor	4	Assist new Academic Mentors and help with training	Application form	After Easter Y12
6th Form Committee Senior Prefects	4	Leading and managing the 6th Form Committee	Application form	After Easter Y12
Senior Sports Prefect	1/2	Assisting the leadership and management of various sports clubs and events	Application form	After Easter Y12
Senior Maths Prefect	2	Coordinate/ supervise work of Maths prefects/ assist HOD	Application form	After Easter Y12
Senior History Prefect	3 - 4	Help establish and run a History club for lower school students	Application form	After Easter Y12
Senior Dance Prefect	3	Assisting and developing dance within school.	Application form	After Easter Y12
Senior Drama Prefect	2	Coordinate and supervise work of drama prefects and assist Head of Drama	Application form	After Easter Y12
Senior Science Prefect	3 – 4	Coordinate and supervise work of Science prefects and assist Head of Science	Application form	After Easter Y12
Senior Music Prefect	variable	Work with Mrs Poppleton and Mrs Timperley in organising musical rehearsals/ concerts	Application form	After Easter Y12
Senior Library Prefects	2 or 3	As for Y12 Library prefect plus supervision and covering for librarian in her absence	Application form	After Easter Y12
Senior English Prefect	variable	Run various English clubs and assist the English department	Application form	After Easter Y12
Senior Pastoral Prefect	9	Linked to Y8 and 9 tutor group	Application form	After Easter Y12
Senior Eco Prefect	2	Help appoint and lead team of ESPs; arrange and lead meetings; decide priorities	Application form	After Easter Y12
Senior International School Prefect	3	Help appoint and lead team of ISPs; arrange and lead meetings; decide priorities	Application form	After Easter Y12
Senior Careers Prefect	2 or 3	Help with notice boards, organising events and speakers, designing of leaflets and other student information	Application form	After Easter Y12
Senior Languages Prefect	2	Help MFL department as required	Application form	After Easter Y12
Senior Computing Prefect	variable	Drop in sessions, Open Evenings Helping younger students	Application form	After Easter 12
Senior Business Prefect	variable	Business and Enterprisise Club Working with younger students	Application form	After Easter Y12

Subject Prefects

Other departments may appoint prefects to help organise activities.

Activities

Book clubs, sports clubs, science club, maths club, Duke of Edinburgh Award, orchestras, drama clubs and Young Enterprise – all have significant Sixth Form presence.

All of the above give a valuable opportunity for students to gain a range of experiences and improve their interpersonal skills. These skills are valued very highly by Universities and employers which is why we encourage all students to participate in the smooth running of the school community.

h) Financial aspects of the Sixth Form

Travel:

Post-16 transport will now cost £650 per annum. The Wiltshire Council website says that the cost of the travel scheme for students aged 16 - 19 in 2016/17 is £650 per applicant. This cost covers a year's transport and the Council subsidises the remainder of the cost.

If your household income is £20,819 or less this pass may be provided at a further reduced price of £175.

You have to re-apply and pay for this each year.

For information about this, see:

[http://www.wiltshire.gov.uk/schoolseducationandlearning/schoolsandcolleges/schoolstransport/transp
orttosixthformsandcolleges.htm](http://www.wiltshire.gov.uk/schoolseducationandlearning/schoolsandcolleges/schoolstransport/transp
orttosixthformsandcolleges.htm)

Do check details, e.g. of the Wilts & Dorset website, to see if you can buy a cheaper ticket if you live in some of the closer towns/ villages.

Post 16 Bursary Fund: See following page.

School Fund at South Wilts is used solely to help the students and is a valued sixth form resource; we greatly appreciate parents' contributions. You will receive information separately on how to contribute to the School Fund.

Subjects at AS and A Level can incur a variety of expenses. Some subjects will advise that students buy textbooks so they can study at home more easily. Specialist magazines exist for many subjects and may be suggested reading. Fieldtrips to conferences or theatres, museums, businesses also occur as part of certain courses. Students will also be asked to contribute towards materials for Art, Food Technology or purchase resources for coursework. Geography, Geology, History of Art, Languages, Art and Classical Civilisation students have voluntary residential trips. As most students have part-time work, they could be encouraged to contribute in part, but we recognise that parents are often involved in providing the necessary financial assistance.

We do understand that some parents have financial difficulties and we will try to ensure that no student is disadvantaged. Please contact the Finance Office if there are difficulties. We normally expect some contribution, and can arrange payment by instalments.

Sixth Form Fund

Each student is asked to make a one-off voluntary contribution of £20 at the beginning of Year 12 towards the upkeep of equipment, furnishings and decorations in the Sixth Form

Friends of South Wilts have so far raised thousands of pounds for the benefit of students at the school – parents can support them by joining the 100 Club, attending various events or by donations. Again you will receive information directly from Friends of South Wilts.

THE POST 16 BURSARY FUND

The government have allocated some funding to schools in order to provide some bursary payments to help those in Post 16 education where families are on a low income or where students live in vulnerable situations.

- To be eligible to receive a bursary you must be **aged under 19 on 31 August** in the academic year in which you start your programme of study. Where you turn 19 during your programme of study, you can continue to be supported to the end of the academic year in which you turn 19, or to the end of the programme of study, whichever is sooner.
- Bursaries may be awarded, in exceptional circumstances, to you if you are younger than the statutory school leaving age.

What bursaries are available?

The 16-19 Bursary Fund has two elements:

Vulnerable young people category: Level 1 Award

- (i) This includes young people in care; care leavers, young people in receipt of income support and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance

Discretionary Learner Support: Level 2 Awards

- (ii) These payments can be one off bursaries or as an agreed regular payment.

Vulnerable young people: level 1 Award

The most vulnerable young people will be eligible for a bursary of £1,200, paid as three instalments in September, January and April. Larger bursaries can be paid if the school considers this necessary to enable the young person to continue in education or training.

Discretionary Learner Support (Bursary): Level 2 Awards

Funding is available to those households whose annual income is less than £28,000. This does not however, discount other students and any request will be looked at and individual circumstances taken into account. As this is a finite fund, not all requests will be met and there is no guarantee that where funding is provided it will meet the full amount requested. Students currently or previously in receipt of free school meals are not automatically entitled to receive a bursary, but this may be taken into account.

Please understand that unfortunately the fund is limited and not all students will be eligible, not all costs can be covered and costs may not be covered in full.

What could the bursary be used for?

Bursaries can be used to assist with costs associated with a course, for instance trips, materials, equipment and university visits. These items must be an essential part of your studies, not already supplied by the school. Assistance with the cost of meals whilst at school and public transport to and from school may also be available.

Bursaries may also be paid 'in kind'. Such items as books or equipment should be returned at the end of the course if they can be used for a new young person.

When and how to apply?

Applications for both Level 1 and Level 2 awards should be made in September when you have registered for the Sixth Form. To apply, complete the relevant application form (available in September) and return it to the 6th Form Admin Office (S6).

How will bursaries be allocated?

Each application will be considered on merit, by a panel consisting of the Assistant Headteacher (Pastoral), Director of Sixth Form and Business Manager who will meet at least once per term to consider any applications, or as demand requires.

Due to the finite nature of this fund we will let you know in writing if your application has been successful or not. Additional funds may be available, but these cannot always be guaranteed.

You will need to provide proof of household income as requested on the application form. You must inform the school if your household circumstances change.

How will the bursary be paid?

Payment can be made direct into your bank account or if appropriate, and if the payment is small, as a direct cash payment. If a cash payment is made then a signature of receipt will be required. The panel will decide how payments will be made; these may be one off payments or regular payments by instalment. Payments in support of school visits may be made directly into the trip fund. The confirmation letter will set out how payments are to be made.

Please give as much detail as possible on the application form to explain what the Level 2 discretionary award will be used for. This will enable the application to be processed quickly and fairly.

To continue to receive a bursary you must satisfy the following conditions:

- attend all registrations
- attend all lessons as detailed in your timetable
- ensure that you are punctual to all lessons and registration
- get permission in advance if you need to take time off
- abide by the school absence procedures

Monitoring and Appeal Process

Administration and allocation of bursaries will be monitored and evaluated by the School Business Manager. If you feel aggrieved about how your request for a bursary was handled, you should follow the school's complaints procedure. This information is available on the school website.

If you have any questions about application for funds, please discuss this with Mr Bishop

SECTION B

Curriculum Information

AS SUBJECT BLOCKS 2016-17

Block A	Block B	Block C	Block D
Biology	Biology	Art	Biology
Business Studies	Chemistry	Biology	Chemistry
Chemistry	Communication and Culture	DT: Product Design	<i>Classical Civilisation</i>
<i>Economics</i>	<i>Economics</i>	English Literature	Computing
English Language	English Language	Food Technology	English Literature
English Literature	French	<i>Geology</i>	Geography
French	Geography	<i>Government and Politics</i>	Mathematics
German	<i>Geology</i>	History	Music
<i>Government and Politics</i>	History	Mathematics	<i>Physical Education</i>
History	Mathematics	<i>Physical Education</i>	Physics
Mathematics	Psychology	Physics	Psychology
Physics		Psychology	<i>RS: Philosophy and Ethics</i>
Psychology		<i>RS: Philosophy and Ethics</i>	
<i>RS: Philosophy and Ethics</i>		<i>Spanish</i>	
		Theatre Studies	

**Subjects in *Italics* are taught at, or co-taught by Bishop Wordsworth's School.
 Each student must study one subject from each block.
 All students also study *General Studies* , *EPQ* or *Level 3 Maths***

b) Procedures for course changes

NOTE: All changes must go through the Sixth Form staff

At the beginning of term:

You should have made your AS choices after discussions with a variety of people, for example staff, parents or careers advisers. You will have checked that, if you have a definite career aim, you have chosen suitable subjects. **DO NOT**, therefore, make an instant decision to change subjects.

There will be advice available on 25th and 26th August, on Thursday 1st September, and in Registration first thing on Monday 5th September. During this time there may be some flexibility but remember that

- There may not be any space in some subjects
- It might not be a suitable combination
- There are no easy subjects

If you think you want to change a course, speak to your tutor and see Mr Bishop immediately. Mr Bishop will be able to let you know if there is room and he may well send you to Mrs Mackay before letting you change. You will need to complete a Year 12 Option Change Proposal form.

When term has started

Once your normal timetable has started on 6th September, **you must complete at least a full week of lessons** before considering any change to your courses. Any change after the first week should be done by using a Year 12 Option Change Proposal form. Discuss your proposed change with your Tutor and ask them for a form. It is very difficult to catch up work after more than four weeks, so any **changes need to take place before the end of September**, unless there are exceptional circumstances. Any later requests to change subjects will be subject to wide consultation and must follow the procedure laid out on the 'Curriculum Change Proposal' form. The Director of 6th Form can provide this form.

Application for A2 Courses

Towards the end of the spring term in Year 12, you must apply for the A2 courses which begin in the summer term after the examination period. Subject staff are asked to confirm your suitability for A2 and may make continuing to A2 dependent on your meeting particular targets. Acceptance onto an A2 course is conditional on at least satisfactory attendance and completion of work on the AS course. You are expected to achieve at least a D grade at AS/ internal summer exam if not taking the AS. We expect students studying 4 subjects in Year 12 to drop one subject in September in order to concentrate on 3 subjects in Year 13. You will be expected to attend lessons in all 4 subjects after AS/ summer exams unless you are **absolutely** sure which subject you will drop. If you are waiting for the summer results to decide, then attendance is required for all possible subjects. **No student will be allowed to take a subject in Year 13 if they have not attended all Year 12 lessons.**

NOTE: Students will not necessarily be taught by the same members of staff for Year 12 and 13.

c) Curriculum Enrichment

Personal and Social Development

PSD is timetabled once a week for all Year 12 and Year 13 students. These are really important sessions and will centre around three broad themes:

- Induction and transition including independent learning skills
- Health and wellbeing
- Careers and future post-18 pathways

Year 12 PSD Programme Overview

Autumn Term

The focus this term is on assisting students with the transition to AS level studies, developing study skills and establishing strategies for coping with the new demands of sixth form life. During the second half of the term there will be a joint conference with BWS on Citizenship and a series of sessions on health issues. We also focus largely in the second term on issues of health and wellbeing, including attending the Safe Drive Stay Alive course, coping with stress and healthy lifestyles.

Spring Term

This term the focus is on 'the next step', specifically preparation for Higher Education or employment. This will include presentations on Post 18 options, Work Experience, Gap Year opportunities, and on making the right Higher Education choices; informal discussion groups with last summer's leavers; and sessions on getting information, making decisions and applying to University. Students will also attend a Higher Education and Careers Conference organised jointly by SWGS and BWS, and complete evaluations on all their courses. Head Girl Elections will take place at the end of term.

Summer Term

The 'next step' theme will continue this term. **Before study leave** the focus will be on revision and examination skills, making choices for A2 level next year, and gathering information for CVs and personal statements. In the **Post-exam leave** period, students will do a formal self-assessment prior to beginning the process of applying to UCAS using the APPLY online system.

MID AUGUST AS LEVEL EXAMINATION RESULTS

Year 13 PSD Overview

Autumn Term

The focus on Higher Education and employment will continue this term as students either complete their UCAS applications or begin to consolidate plans for gap years or employment. Sessions will include guidance on UCAS applications and interview skills and students will have the opportunity to practise university interviews.

Spring Term

The focus now turns to preparation for leaving school covering aspects such as finance and budgeting, including student finance application, replying to your university offers, looking after yourself, health and safety away from home, finding employment.

Summer Term

These final sessions will prepare them for their final exams within school, how results day works and the what next steps.

LEAVERS' DAY AND LEAVERS' BALL LAST WEEK IN JUNE. A LEVEL EXAMINATION RESULTS MID-AUGUST.

The Formal Enrichment Curriculum: General Studies OR the EPQ OR Level 3 Maths

All Year 12 students will follow **either** a General Studies programme leading to the Edexcel AS qualification **or** the Extended Project Qualification **or** L3 Maths as part of their Curriculum Enrichment. This is a vital part of the Sixth Form experience which, together with the PSD/Careers programme. (The EPQ can also be taken in Year 13 for those students who opt for General Studies in Year 12). Work Shadowing, and the opportunities offered by schemes like Young Enterprise and the Duke of Edinburgh Award Scheme, should give you that extra 'edge' so much valued by employers and University admissions tutors.

General Studies

The programme is based on an investigation into Challenges for the Individual and Challenges for Society in the contemporary world. You will explore the scientific, technological, moral and aesthetic issues, consider what influences behaviour and look at where values and opinions come from.

The course focuses on developing your communication skills of reading and synthesising, writing, discussing and making presentations, and will encourage you to debate some of the moral and political issues of contemporary life. Each section is taught by a different teacher so you will have 12 weeks on each section and then a mock exam.

An optional programme leading to A2 General Studies is offered in Y13.

The Extended Project

The Extended Project Qualification is a stand alone qualification, equivalent to half an A Level, which can be taken along side A Levels. We offer students the choice of a dissertation / field study or an artefact as their product for the project. The qualification provides students with the opportunity to pursue an interest outside their A Level courses, showing their ability to work independently.

It is worth saying that numbers on the EPQ may be limited in Year 12, so not all students who wish to do an EPQ may be able to. Where a student would like to do an EPQ in Year 12, but is not able to, they will take General Studies, but we will ensure that the option for an EPQ is available to them in Year 13.

L3 Maths

Level 3 Mathematical Studies (Core Maths) is a new qualification. It helps to develop students' mathematical skills and thinking and supports courses such as A-level Psychology, Sciences and Geography.

Work shadowing and volunteering

With increased competition for University places and Post 18 jobs, **Work Shadowing** is now a fundamental part of education. We strongly encourage students to take the opportunity to either extend or complement their experiences of the world of work during the Sixth Form.

Students will have three different opportunities to participate in the world of work:

1. To undertake a placement organised by the student in Year 12 or Year 13 during available study periods on the timetable
2. To take part in the established voluntary services programme with Salisbury District Hospital in study periods.
3. To work together with the school to organise a one week placement in the school's designated work experience week.

All requests for work shadowing placements in study periods or work experience that means that lessons will be missed should be made in writing to the Director of Sixth Form.

Students are responsible for checking that the work shadowing provider has suitable Employer Liability Insurance.

Young Enterprise

The Young Enterprise Company Programme gives students the opportunity to prepare for working life through the experience of running their own company, supported by volunteer advisers from business. Students (known as Achievers) set up and run their company over the course of one academic year. They elect a board of directors from amongst their peers, raise share capital, and market and finance a product or service of their own choice. At the end of the year they present a report and accounts to their shareholders. Achievers gain experience of the real world, taking responsibility and being accountable to their shareholders for the running of the business. They attend Trade Fairs at which they sell their product or service, and have the option to link and trade internationally through the International Links web site. There is also an optional Young Enterprise Examination offering a recognised qualification (OCR accredited) and an annual competition to identify the top companies in the UK and Europe.

Volunteer Opportunities in Belarus

The school has a connection with the Amesbury based charity Belarusian Victims of Chernobyl (www.bvoc.org), which provides humanitarian aid for orphanages and needy families in various parts of Belarus. For the last few years a steady stream of 6th Formers from South Wilts (as many as 17 one year) has gone out to Belarus each summer to do voluntary work with the children; the Belarusian organisers have been delighted by their enthusiasm and support. There will be a presentation in 6th Form Assembly in October by recent volunteers and a chance for those interested to attend an evening presentation with their parents in November.

Lawrence Homan School in India

South Wilts works with a school near Lucknow in India and students will have the opportunity to hear about gap year volunteering opportunities to teach English and help with other aspects of education in this excellent school.

Clubs and societies

There are numerous of these – too many to mention! We would encourage you to take opportunities to find a club which matches your interests and get fully involved – or to set one up, if you wish!

d) Recording and reporting

Post 16 recording of achievement at South Wilts takes into account the fact that students need to take more responsibility for their studies, in particular their organisation. You will be given individual **target grades** based on your GCSE performance and will be expected to aim to work towards those grades. There will be opportunity to discuss these grades with subject teachers and tutors, and how they are generated and used will be explained to all students.

Reports will be sent home twice a year: in Year 12, a Grade Report in December and a Full Report in July; in Year 13 a Full Report in December, and a final Grade Report at the end of March. All reports will show attendance, target grade, current level of achievement, deadlines met and specific targets for improvement in each subject studied. Grade reports will include a pastoral report by the tutor.

There will be a **Parents' Evening** for Year 12 early in January, and a consultation evening later on in the term for parents of those students who need support or advice concerning AS Levels and continuation onto A2. The Parents' Evening for Year 13 is in mid-January.

We **monitor** the commitment and achievement of students very carefully. We ask teachers and tutors to comment on commitment early in the autumn term and we acknowledge excellent commitment and starts to courses with letters home. Following each report we recognise those students that are achieving in line with their target grades via letters home and certificates. Those students identified as under achieving will have tutorials with their tutor and, in some cases, either the Director of Sixth Form, another member of the Senior Leadership Team, or their Head of Year to plan appropriate support to help that student make progress.