

SIXTH FORM HANDBOOK

2024-2025



WELCOME

WELCOME TO SIBFORD SCHOOL SIXTH FORM. THE SIXTH FORM IS A COHESIVE AREA OF THE SCHOOL, WITH ITS OWN FACILITIES, GUIDELINES, PRIVILEGES AND RESPONSIBILITIES. WE AIM TO CREATE AN INDEPENDENT LEARNING ATMOSPHERE THAT IS A STEPPING STONE FOR LIFE BEYOND, WHETHER THAT BE UNIVERSITY, APPRENTICESHIP OR WORK. THIS HANDBOOK CONTAINS MUCH OF THE INFORMATION YOU WILL NEED AND CAN BE REFERRED TO THROUGHOUT YOUR TIME AT SIXTH FORM. IF YOU NEED ADDITIONAL GUIDANCE, PLEASE SPEAK TO YOUR TUTOR AND CO HEADS OF SIXTH FORM.

SIXTH FORM TUTOR SYSTEM

Each Sixth Form year group is divided into small tutor groups of approximately 12 students. It is a time when new friendships are formed with students who were in different forms in Year 11 and those who join us from other schools.

Each tutor group is supervised by a tutor. They are responsible for your academic and social welfare for the whole two years and it is to your tutor that you should refer to in the first instance for advice and guidance. They will also write your UCAS reference and support you with your personal statement.

Throughout the Sixth Form, we hope that you will develop an easy and friendly relationship with the staff. There will be regular informal checks on your progress and discussions with your form tutor or Co Heads of Sixth Form, where appropriate. Each student should expect to have a meeting with their tutor following each assessment session, examination results and when reports have been written.

We invite you to accompany your parents to Parents' Meetings. It is often a useful time to enable you and your parents to monitor your progress and to pick up any difficulties early so that they can be addressed, and a strategy worked out. Please do not wait for a Parents' Meeting or a report if you feel that you might need extra help or guidance. Equally, we welcome contact with your parents.

THE SCHOOL DAY – REGISTRATION AND ATTENDANCE

The school day starts at 8.40am with registration with your tutor, followed by the outline plan below.

Monday	Tuesday	Wednesday	Thursday	Friday
Meeting for Worship	KS5 Meeting	PSHE	House Meeting	PSHE

The Sixth Form Centre is open from 8 should you need to arrive earlier but please be aware that there may be no staff in the Centre at this time.

The Centre can be accessed with the code 1842 – please do not give this code to anyone outside of our school community.

Afternoon registration takes place in your tutor bases at 1.50.

Should you need to leave the school site during the day, or arrive late due to an appointment, you must sign in or out at Reception in the main school building.

TIMETABLE

Please see below for an example student timetable – this is only a guide and yours may look different to this but the structure and contact hours should be similar. Each subject will have 4 lessons per week (65 minutes each).

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast					Swimming Club
Registration 8.35-9.05	Meeting for Worship	Sixth Form Year Meeting	SFLT Meeting with Deputy Head	House Meeting	PSHE
Period 1/2 9.10-10.15	Geography	Study Period	Geography	Geography	Sports Science
Break		SFLT Meeting			
Period 3/4 10.35-11.40	Study Period	Sports Science	Business Studies	Business Studies	Study Period
Period 5/6 11.45-12.50	Sports Science	Geography	Sports Science	Study Period	Study Period
Lunch 12.50-1.55	Lunch Duty				
Period 7/8 2.00-3.05	Study Period	Business Studies	Games	Community Service Rugby Coaching	Study Period
Period 9/10 3.10-4.15	Business Studies	Study Period	Games	Community Service Rugby Coaching	PSHE
Prep 4.30-5.45			Prep & Boarding after Fixture	Sixth Form Band & Boarding	

ABSENCE

Illness – If you are too unwell to attend school, we ask a parent/guardian to telephone 01295 781200 or email absence@sibfordschool.co.uk plus your tutor before 9.00am to let us know. Although most of you will be 18 before you leave, we ask your parents to continue to inform us of your absence as we are responsible to them for your education.

Routine appointments – Requests for absence for a routine medical/dental appointments, university open days and interviews should be emailed from your parents to your tutor and the Head of Sixth Form.

Special requests – Since the holiday allowance is already greater than in the state sector, we do ask parents not to request extensions to the published Sibford School holidays. In exceptional circumstances, requests must be sent in writing to the Head of Sixth Form and the Headteacher who will review if permission can be granted.

Please note that the school is required by the DfE to keep and submit full records of authorised and unauthorised absence.

SIXTH FORM CENTRE (SFC)

The Sixth Form Centre (SFC) is the hub of Sixth Form life, providing a sense of independence and autonomy from the rest of school.

The main SFC is split into 4 areas:

- Sixth Form Coffee Shop – this is the kitchen area with tables to work at.
- Common Room – this is for socialising during break and lunch.
- Collaboration Room – this has a large table for group work.
- Quiet Room – this has smaller areas for quiet study.

Upstairs there are 5 classrooms (SF1-5) for Media, Economics, Business Studies and Sociology. These classrooms will be your tutor bases.

Facilities – in the SFC there is a coffee machine providing hot drinks and a vending machine providing snacks and cold drinks. You will need a card to pay for these.

There are lockers available for Sixth Form students in the SFC with a £10 refundable deposit.

Sixth Form coffee is held each Friday breaktime in the Oliver Studio. This gives students an informal setting to chat to peers and staff.

The whole Sixth Form is responsible for keeping the SFC tidy. Everyone should tidy up after themselves and take a proactive role in keeping the kitchen running, such as loading and unloading the dishwasher each day.

MANAGING YOUR WORK – THE USE OF STUDY PERIODS AND FACILITIES

Due to a more flexible timetable in the Sixth Form, you will have a number of study periods, please see example timetable earlier. However, the change from the pressure of GCSE where work is often highly organised, to the greater freedom of the Sixth Form can be disconcerting.

The transition from GCSE work to A level work is not always easy and in some subjects the jump in standard required may seem considerable, initially. As a general guideline, you should expect to spend at least 4 hours on each subject outside lesson time on preparation work, written assignments and background reading.

From the beginning of each course, there will be considerable background reading: this is essential if you are to gain a real understanding of the subjects you are studying. Staff will guide you in your reading, but you will also have to use your initiative in using the school library and other resource centres effectively to prepare yourself for the independent study that will be expected at university or employment. In your private study periods, we recommend you are either in the Sixth Form Centre work rooms or the library.

All subject areas have recommended reading lists for students to access beyond the curriculum.

Work is typically set well in advance – up to two weeks maybe allowed for an assignment so that you may research and plan it properly. It is obviously important that you manage your time effectively and meet work deadlines. If you are having difficulty with an assignment or piece of coursework, discuss the problem with the relevant teacher or Head of Department in good time and well before the deadline.

Departments use a variety of platforms to communicate with you. **(It is essential that you check your school email every day and only communicate with staff using this account).** Make sure that you are aware of the department's chosen platform for accessing prep and lesson materials, such as MS Teams or Firefly.

Study leave will apply in the summer examination series of Year 13, the date will depend on the examination timetable. However, vocational courses (BTECs/CTECs)

will require you to attend school through to the end of the academic year. Study leave for examinations may not apply if you study a vocational course.

EARLY AFTERNOONS AND LUNCH TIMES

It is a **Year 13 privilege to take one early afternoon regularly each week if your timetable and tutor allows.**

This is intended to provide you with the opportunity to study quietly at home or visit libraries, museums or exhibitions that may not be open at the weekend. Permission for an early afternoon must be received by email from your parents at the start of the year, stating which afternoon you will be taking and how you will be getting home. Please note that late mornings are not permitted, even if you do not have timetabled lessons first thing, as you are required for morning activities each day.

All Sixth Form are permitted to leave school premises by foot at lunchtime between 12.50 and 1.50.

PROGRESS AND MONITORING IN SIXTH FORM

In Sixth Form we use ALPS (A Level Performance system) to monitor your progress. At the beginning of the year you will be asked to calculate your Minimum Expected Grade for the end of your course from your GCSE results. This then informs your subject teachers of your minimum expectations in the course.

Each half term you will then receive a progress report that outlines whether you are on track to gain the minimum expected grade at the end of the course. If you are below the expectations, you should make a point of meeting with your subject teacher to gain an understanding of how to change this. If you are below in all your subjects, we may ask your parents in for a meeting to discuss how best to support you.

You will also receive one written report each academic year. This will identify clear targets for you to work on going forward in each subject as well as recommendations from your tutor.

SUPER-CURRICULAR OPPORTUNITIES

Oxford University states that "super-curricular activities are those that take the subjects you study further, beyond that which your teacher has taught you or what you've done for homework. You may go into more depth on something you picked up in the classroom or learn about a new topic altogether. You can explore your subject in many ways; for example, by reading, as well as watching videos online, downloading lectures, visiting museums or entering academic competitions."

At Sixth Form we encourage students to grasp as many of these opportunities as possible; universities and employers value this more and more. Each department

will have its own list of super-curricular ideas for you to engage in and the school also provides you with access to MOOCs (Massive Online Open Courses).

EXAMINATION SEASON AND NON-EXAMINED ASSESSMENTS (NEAS)

Examination timetables for each exam series (internal or external) are sent to you via email, well in advance. It is your responsibility to ensure you have checked and double checked your timetable, paying particular attention to access arrangements. You will be asked to confirm that you have checked your timetable and are familiar with the regulations.

Questions regarding exams or access arrangements should be directed to the Examinations Officer or the Director of Learning Development.

Please note that in the summer external examination series, there is always a number of contingency dates at the end of June that students need to be available for. Do not book holidays over these dates in case of an examination cancellation etc.

Many A Level and vocational courses offer an NEA element to the course. It is important to note that staff are not able to give feedback on this part of the course and any progress tracking cannot include this element (due to exam regulations). For the NEA, it is imperative that students comply with the internal deadlines set in school to ensure that appeals processes and moderation timescales can be met. For further details please contact your subject teacher or the Examinations Officer.

PERSONAL SOCIAL AND HEALTH EDUCATION (PSHE)

Our PSHE Programme has been designed to reflect the needs of our pupils, to equip pupils with a sound understanding of risk and with the knowledge and skills necessary to make safe and informed decisions. We seek to use PSHE education to build, where appropriate, on the statutory content already outlined in the national curriculum, the basic school curriculum and in statutory guidance on drug education, financial education, Relationship and Sex education (RSE) and the importance of physical activity and diet for a healthy lifestyle.

We follow the core themes stipulated in the KS5 PSHE framework offered by the PSHE Association and invite a wide range of guest speakers in to school to discuss current and contemporary issues.

Our aims are to:

- To develop and foster the creation of responsible and caring citizens, promoting equal opportunities and environmental awareness.
- To promote self-esteem and emotional well-being, helping the formation and maintenance of positive relationships.
- To prepare pupils for the next steps in their education, training or employment. Students will learn.
- Develop confidence and responsibility and make the most of their abilities.
- Develop a healthy, safer lifestyle.
- Develop good relationships and respect the differences between people.

Schemes of Work for PSHE are primarily designed as working documents for teachers. Schemes of Work are reviewed termly and updated regularly. PSHE is delivered through our tutoring system.

CAREERS

Sixth Form students are supported fully and career guidance is offered continuously to all Year 12 and Year 13 students. We focus on personal statement writing, Curriculum Vitae's, UCAS and post-18 applications. Students are also encouraged to undertake independent research, build their skills set and their personal portfolio to enable them to apply for their preferred post-18 choices. Students are expected to undertake work experience and attend Higher Education Information days and National Careers and Apprenticeship Fairs.

All Sixth Form students are expected to use the Unifrog platform to build their independent skills sets. There are continuous webinars offered which students are expected to sign up to. Unifrog also offers Massive Open Online Courses (MOOCs) allowing students to develop their personal super curricular and extra-curricular profiles. The Head of Careers will interact with students via the platform sending relevant and tailored information/courses and articles.

We also strongly encourage parents to access the Unifrog platform. All parents are sent a Unifrog login where they are able to access the student side of the platform. Here they are able to research and search opportunities that will provide a great source of information to help support and discuss future options and opportunities with you.

The Head of Careers is based in the SFC and is available during lunchtime drop-in sessions. Any student can make an appointment via email.

For more information on Careers please visit the Sibford School Website.

PART TIME WORK

Many of you undertake part time work at the weekend and in the evenings out of school. This is a valuable experience and likely to give you useful transferable skills as well as some extra money. Whilst we are very favourable of students having outside work, please be cautious about the extent of this commitment and be careful to balance it with the demands of your academic work. It is particularly necessary to review this going into Year 13 and again before the summer examinations season.

WORK EXPERIENCE

Before Easter, Year 12 attend 3 days of work experience, coordinated by the Head of Careers. You will be off timetable during this period but also have the option to extend this experience into your Easter holiday. Please think carefully about how this work experience can help your future applications to university or employment.

Students are expected to organise their own placement with the help of the Head of Careers. The process is documented at every stage using the Unifrog platform. The placement, parents/guardian and the Head of Careers are to complete the relevant administrative sections and processes to ensure that the placement can go ahead.

This is a fantastic super-curricular opportunity and will unlock crucial employability and transferable skills that will allow students to be competitive and access a variety of post 18 pathways.

COMMUNITY SERVICE IN YEAR 12

Every member of Year 12 is expected to complete one hour of community service each week throughout the academic year. The school sees this as being of considerable importance and is an opportunity for students to develop leadership skills and provides evidence of commitment when writing references for employment of higher education. You may choose how you wish to complete this community service. Recent ideas have included working as a TA in subject lessons, becoming a tutor group assistant, reading with Junior School pupils or, coaching an after school sports club. If you wish to attend a service out of school, this must be agreed with the Head of Sixth Form.

SIXTH FORM LEADERSHIP TEAM (SFLT)

There are many opportunities for Sixth Form to take on leadership throughout their time in Sixth Form, such as taking tours of the school for prospective parents, running KS3 clubs or lunch duties around the site. However, the main area for leadership comprises of 12 roles that make up the SFLT:

- Head Team – 4 students make up this group who have whole school responsibilities
- Sport Captains – 2 students
- Boarding Captain – 1 student
- Charities Captain – 1 student

The SLFT recruitment process begins at the end of the Easter Term in Year 12 and, once in place, the team takes over from the retiring team during the Summer Term. Year 12 students are invited to apply for the positions above. Interviews are then held by the Head of Sixth Form and Deputy Head with the candidates.

DRIVING TO SCHOOL AND DRIVING LESSONS

Parents dropping off Sixth Form students are requested to use the Kiss and Drop point by the pavilion.

Sixth Form who wish to drive to school must first obtain a parking permit from the Pastoral Support Administrator. To do so, students and parents need to complete the 'Driving to School Form' and show a copy of their driving licence and certificate of motor insurance.

Students are not able to park directly onsite, however you may use the Sixth Form parking area available on Holly Drive next to the garages. This is on a first come first served basis. Alternatively, you may park at the swimming pool car park.

Driving lessons – we are aware that this is a key skill for Sixth Form students and understand that in the winter months it is not always ideal to have driving lessons in the dark. Therefore, students are allowed to book lessons during the school day once a week but only if your timetable allows a 2 hour window for this to happen e.g. 2 study periods or a study period before or after lunch. Please ensure that you sign in and out from your lesson at reception and ask your instructor to pick up and drop off at the Kiss and Drop point near the pavilion. Please note driving lessons must not be booked during Games afternoon or PHSE lessons.

Car sharing – students are **NOT** allowed to give lifts to each other in any circumstance unless they are family members and we have written permission from parents.

SPORT AT SIBFORD SCHOOL SIXTH FORM

We see sport as an integral part of Sixth Form life, enabling all students to engage in physical activity every week. This provides opportunity for you to stay involved in team sports and physical activities, continuing to develop their social and physical attributes, personal fitness and to support their mental wellbeing. All pupils are involved in the games afternoon, and it is viewed as an important part of the Sixth Form experience here at Sibford.

Team Sports:

Sixth Form students are encouraged to represent the school at your chosen sports each term and can opt for the following.

- Autumn Term – Rugby & Hockey
- Spring Term – Netball, Football & Rugby 7s
- Summer Term – Recreational & Exam Prep

Sports such as Swimming, X Country and Climbing are conducted throughout the academic year rather than focused on a particular term.

A busy and competitive fixture and training schedule is organised by the PE staff against not only local schools but also schools within the surrounding counties. Fixtures are played on a Wednesday afternoon between 2-6pm with an expectation to commit to a later finish to the school day. Flexi boarding is offered and encouraged on fixture nights to support this.

For a small school, we are delighted not only with our level of success in the local area and beyond, but also pride ourselves on the number of students competing on a regular basis.

Sports Development Carousel:

Those students who would prefer to not participate in school teams but enjoy being physical active are involved in a carousel of activities throughout the three terms, with the aim of offering important social, physical and social well-being. The Sports Development carousel activities change every term and aim to offer variety, if not some targeted activities. The range of activities on offer can be seen below and may change depending on interest.

Climbing	Rec Football	Basketball	Gym
Badminton	Table Tennis	Fitness Classes	Cricket
Tennis	Rounders	Swimming	

Extra-Curricular:

Alongside a busy extra-curricular programme within the school, PE clubs are available for Sixth Form students. You are encouraged to attend team sports for developing skills further and team training and other clubs for individual and personal fitness development. A range of activities are available before and after school and include; Swimming, Strength & Conditioning, Climbing, Rugby, Hockey, Netball, among others.

Sports Community Service:

Sixth Form students are actively encouraged to develop your leadership skills by assisting the PE Department in running many of our lunchtime and after school clubs, as well as being involved in some lessons and younger age group teams. This creates a great opportunity for developing a fantastic community feel throughout the school as well as enabling Sixth Form students to gain valuable life experience which will strengthen any potential university or employment applications.

If you are unfit for Games afternoon, an email from your parents is required by the PE staff.

DRESS CODE

We want our students to foster an individual approach to their learning that is comfortable yet focused. As a result, choice of dress for the school day is a matter of careful judgement for students and they are able to express their personal taste in clothes. However, they must ensure that they do not dress in such a way that may cause offence to students, staff and visitors.

Our key principle is that students should be 'smart and appropriate for school'.

Please avoid the following items:

- Jogging bottoms (except School Games Kit on Wednesdays)
- Crop tops – midriff showing
- Inappropriate graphics/wording
- Hats
- Open toed or muddy shoes
- Mini skirts/hot pants
- Ripped jeans

Staff will ask students to change if it is considered that their dress or appearance is in any way inappropriate for the working school day.

Sixth Form Sports Kit:

To order the Senior tracksuit, please use the information below:

Website: <https://admdirect.co.uk/club-shops/sibford-school/>

Password: sibford23@!

Please note that due to the personalisation of these items they are not returnable so please refer closely to the size guide.

Students in Sixth Form may come into school in sports kit in preparation for Games afternoon. However this must be full sports kit and not a mix of own clothes and school sports wear.

TECHNOLOGY (PHONES AND LAPTOPS)

As a privilege, Sixth Form students are allowed mobile phones in school. However, phones and headphones must only be used around the Sixth Form Centre. Phones may be used in the library in agreement with the Librarian, depending on other students in the vicinity but are not allowed anywhere else on school site. If you are caught with a phone or headphones around the school site, a member of staff may confiscate the item and hand it to the Co Head of Sixth Form.

You are expected to have your own device for lessons and to have access to a printer at home. Printing is available in the Sixth Form Centre if required during the day.

The opportunities offered by the ability to access the internet and communicate with others through social media are very exciting, but it is also true that electronic devices can be used thoughtlessly or with malicious intent to cause upset to others. The school takes a strong stance against bullying of any kind, including cyberbullying, and we devote considerable time in PSHE lessons and in our pastoral care programme to helping students understand how to protect themselves online and report the misuse of electronic communication.

You are not allowed to use hotspots or VPNs on site.

BOARDING

Many of our Sixth Form students board either termly, weekly or occasionally. The Sixth Form are a big part of boarding life at Sibford. Please speak to the Head of Boarding if you are interested in finding more out about boarding at Sibford. If you are boarding at Sibford School already, please see the Boarding Handbook for further information.

THE HEALTH CENTRE

The School's Health Centre is staffed by a qualified medical professional whose responsibility is the care and treatment of the students whilst on the school premises. The School Nurse is available from 8am-4.15pm. The Health Centre can be found next to the main entrance to the Fielding Boarding House, opposite the Junior School.

Students should not:

- Attend school whilst in quarantine for an infectious disease. Nor should they be sent to school if they are not well enough to attend lessons.
- Attend school with a high temperature.
- Be sent to school for diagnosis and treatment. They will be treated at school initially if the cause arises during the school day, but thereafter they must see their own doctor and remain at home for treatment.
- Return to school less than 48 hours following the final episode of sickness or diarrhoea.

If a student is unfit for PE an email from your parents is required by the PE staff.

Any student who has a medical condition and/or allergy which requires any form of medication or emergency action requires an individual care plan which is available via school website.

Students should carry any emergency medications such as inhalers or adrenaline auto injections on their person and we advise a spare should be kept in main reception. Any other medication should not be carried by students unless individual care plan has been agreed stating this is necessary.

The Health Centre will provide over the counter (OTC) medication such as paracetamol if the need arises during the school day if parents have consented on their child's medical entry form. If your child requires regular OTC medication a consent form stating what time/dose/duration must be provided (available on the school website) and the medication should be provided to the School Nurse in the original container with name clearly labelled.

Any prescribed medication will also require a consent form and need to be in its original container with pharmacy dispensing instructions, name of student and expiry date.

Please note that Sibford School is non-smoking/vaping site.

WELLBEING

We offer a wellbeing coaching service at Sibford which is open to anyone who feels they may benefit from talking to a wellbeing coach.

If you would like to talk in confidence with the wellbeing coach, please either ask the School Nurse, the Head of Sixth Form / tutor or email the wellbeing coaches directly at help@sibfordschool.co.uk to ask for an appointment.

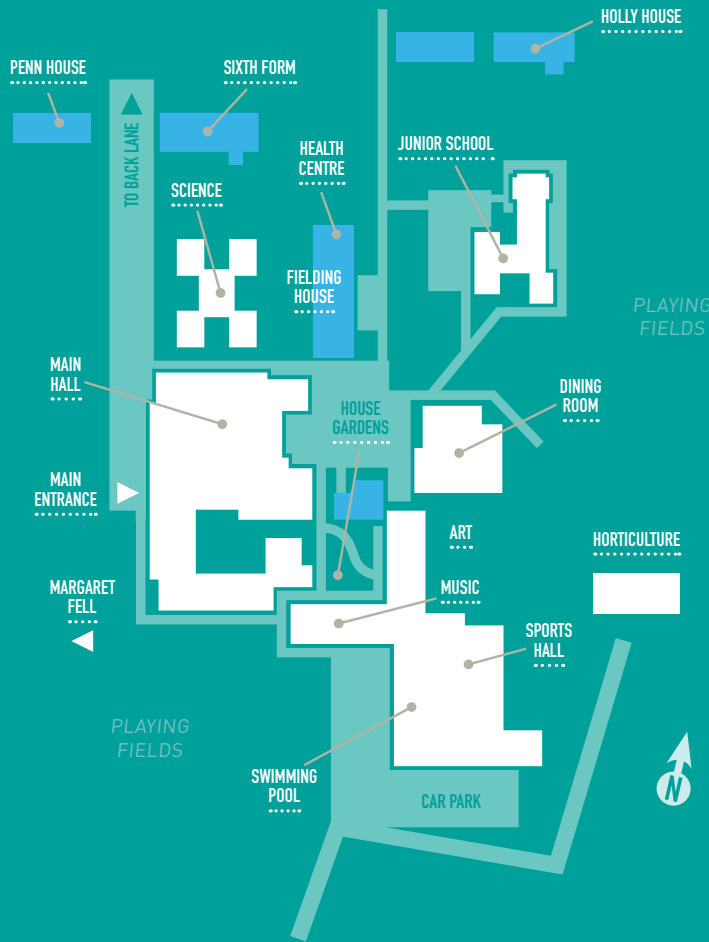
SAFEGUARDING

At Sibford School you can talk to any member of staff about a concern you may have. Staff that have specific safeguarding training are identified on posters in each room about the school. In Sixth Form you may find it easiest to talk to the Head of Sixth Form (trained

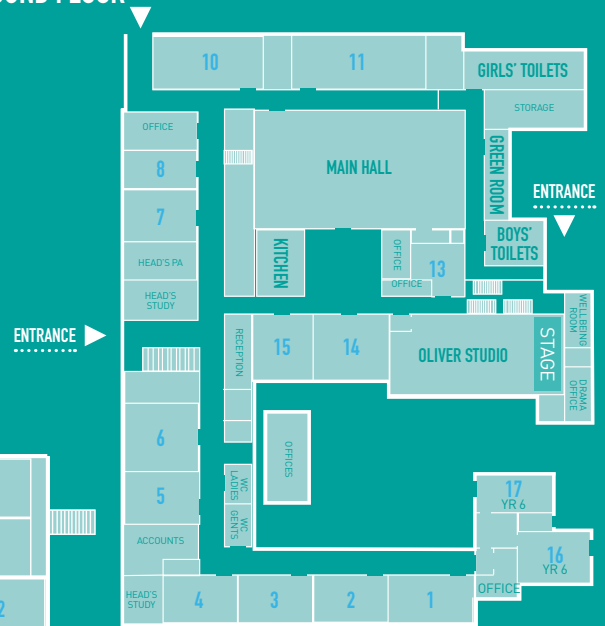
Safeguarding Officer) or the Deputy Head (Designated Safeguarding Lead for the school).

There are also posters in each room detailing outside support agencies that you may find useful.

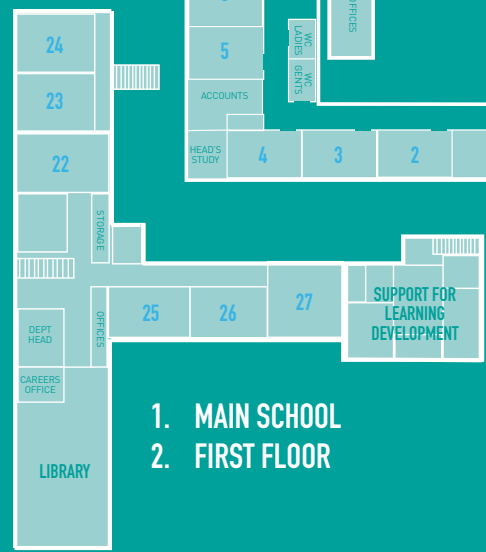
MAPS



1. MAIN SCHOOL
2. GROUND FLOOR



1. MAIN SCHOOL
2. FIRST FLOOR



TERM DATES 2024-2025

Future term dates can be found on our website here.

<https://www.sibfordschool.co.uk/parents-area/term-dates>

USEFUL CONTACTS

Head of Sixth Form	Helen Gormley	hgormley@sibfordschool.co.uk
Tutors for Year 12	Tara Cheetham	tcheetham@sibfordschool.co.uk
	Francesca de Jouvencal	fdejouvencal@sibfordschool.co.uk
	James Gilchrist	JGilchrist@sibfordschool.co.uk
	Will Allen	wallen@sibfordschool.co.uk
Tutors for Year 13	Brian Reid	breid@sibfordschool.co.uk
	Neil Madden	nmadden@sibfordschool.co.uk
	Rebecca Evans	head@sibfordschool.co.uk
Head Teacher	Rebecca Evans	head@sibfordschool.co.uk
Deputy Head	Philip Tattersall-King	ptattersall-king@sibfordschool.co.uk
Absence		absence@sibfordschool.co.uk
Reception	Caroline Rouse	reception@sibfordschool.co.uk
Head of Careers	Sarah Read	sread@sibfordschool.co.uk
Head of Senior School Games	Tara Cheetham	tcheetham@sibfordschool.co.uk
Examinations Officer	Sarah Lake	sswainson@sibfordschool.co.uk
Head of Learning Development Centre	Natalie Morris-Muir	nmorrismuir@sibfordschool.co.uk
Head of Boarding	Bunny Hall	vhall@sibfordschool.co.uk
School Nurse	Miri Bibb / Adrienne Smith	nurse@sibfordschool.co.uk
Wellbeing Coach	Mahwish Qamar	mqamar@sibfordschool.co.uk

Main school telephone number: **01295 781200**

Website: www.sibfordschool.co.uk

Staff email addresses generally follow the format of (staff first initial)(staff surname)@sibfordschool.co.uk

