

# **Sixth Form Handbook**



**2021/22**

## **CONTACT DETAILS**

Broughton Hall High School  
Yew Tree Lane  
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**Sixth Form Office**

**0151 541 9452**

**Assistant Head Teacher**

**Mrs K Hayes**

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**Head of Year**

**Mrs K Hudson**

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**Student Support Manager for Sixth Form**

**Mrs D Robinson**

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**UCAS Advisor & Careers Guidance**

**Mrs J Hitchmough**

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## **INTRODUCTION**

Thank you for choosing to be part of Broughton Hall Sixth Form. As you continue your journey through the next two years you must be committed, positive, determined and above all ready to learn.

Working hard in all aspects of school life will bring the results you deserve and opportunities for you to grasp.

**Mr G Preston**  
**HEAD TEACHER**

The Sixth Form Team and I would like to welcome you to Broughton Hall Sixth Form. We will provide you with the opportunity to continue your education in a supportive and challenging environment, guiding you as independent learners who will develop the skills and qualities needed to meet the demands and challenges of adult life. We will offer you opportunities for academic and personal development that will raise your aspirations and help you realise your full potential. We wish you every success.

**Mrs K Hayes**  
**Assistant Head Teacher**

## THE SCHOOL DAY

	Year 12	Year 13
<b>Arrival at School (Through 6<sup>th</sup> form gate)</b>	8.30 am	8.30 am
Registration and Morning Act of Worship/Assembly:	8.40 am – 9.00 am	8.40 am – 9.00 am
Lesson 1:	9.00 am – 10.00 am	9.00 am -10.00 am
Lesson 2: (includes a 15 minute break)	10.00 am – 11.15 am	10.00 am – 11.15 am
<b>Break</b>	<b>10.00 am – 10.15 am (Unless in CH lesson)</b>	<b>11.00 am – 11.15 am</b>
Lesson 3:	11.15 am – 12.15 pm	11.15 am – 12.15 pm
Lesson 4 : (Plus Lunch)	12.15 pm – 13.45 pm	12.15pm – 13.45 pm
<b>Lunch</b>	<b>12.15 pm – 12.45 pm</b>	<b>13.15 pm – 13.45 pm</b>
Lesson 5:	13.45 pm – 14.45 pm	13.45 pm – 14.45 pm

**When you accept a place in Broughton Hall Sixth Form, you automatically agree to accept the routines and obligations that go with it, as detailed in this handbook.**

### **SIXTH FORM EXPECTATIONS**

- All students are expected to uphold and contribute to the Catholic life of the school.
- It is important that sixth form students are good role models therefore, each student will be expected to be conscious of her/his responsibilities to the whole school community, paying special attention to the impact of sixth form students on younger pupils.
- Every student will be expected to give full commitment to their studies and attend all lessons.
- All students are expected to use their study time in school for effective independent study in the study area.
- Sixth form students are only permitted to leave the school premises at lunchtimes.
- All students are expected to adhere to the expectations as outlined in the learner's contract for examination success.

### **16 – 19 STUDY PROGRAMMES**

Students will study a personalised Study programme throughout their time at Sixth Form. These consist of a coherent and appropriately challenged programme that supports the progression of the student that included qualification and non-qualification activity.

Study programmes consist of

- Academic or vocational qualifications
- English or maths where students do not hold a GCSE graded A\*-C in that subject by 16
- Religious and Values Education
- Enrichment – that develops the character, skills, attitudes and confidence of students
- Work Experience – that develop employability skills and relate to students study programme or career aspirations. This is organised when and where appropriate.
- PSHE and Tutorial

### **ASSEMBLY**

It is important that all students attend assembly. It is an opportunity for the sixth form community to come together to share and celebrate success. Assembly also provides the opportunity to disseminate information regarding higher education, enrichment and career opportunities.

### **SIXTH FORM STUDY AREA**

We have a state of the art Study Area, is an excellent opportunity for all students to complete work for their studies in a quiet and studious environment. All students are expected to work in the study area during study time. In order to maintain this fantastic working environment, food and drink are not allowed in the study area.

### **ATTENDANCE AT ADDITIONAL STUDY SESSIONS**

All students are expected to attend additional study sessions, during and out of school hours, if requested to do so by a member of staff. If a student has fallen behind with their class work they must stay an hour after school until the work is completed to a satisfactory standard. If a student falls below their target grade they will be expected, twice a week, to stay after school for an hour until the work is completed to a satisfactory standard.

## **SIXTH FORM CAFE**

At Broughton Hall we are very proud and privileged to have the exclusive use of the sixth form café. Sixth form students have their own caterers and they are based in the café. No students from any other year group are permitted in the sixth form centre. Students are allowed to use the café out of lesson time but during non-contact time, they are required to use the silent study facility. The café serves food and drink throughout the day from 8.00 am through to 3.00 pm. Students are allowed to bring packed lunches into the café area but hot food can only be purchased from the sixth form caterers. Hot food purchased from other catering providers outside of the sixth form café is not permitted on school premises.

## **COURSE CHANGE PROCEDURE**

All Year 13 must study 3 Level 3 A-Level/Applied General courses.

Students are not permitted to change courses during the school year. Therefore, it is vital that all students make informed choices when they register for courses in September. In **exceptional circumstances only**, students may change a course but this must be done within 3 weeks of the start of the academic year.

## **STUDENT SUPPORT – ADVICE & GUIDANCE**

During your time in sixth form there are a number of staff who can support you throughout Years 12 and 13. Your Form Tutor will see you every morning and some students are also taught by their tutors. Your tutor is someone you will have a positive relationship with and many issues can be discussed and resolved through communicating with Form Tutor. If you have any further issues or problems, you can discuss these with Mrs Robinson who is the Student Support Manager. Mrs Robinson will be able to address many of the issues you may experience in sixth form. If, however, you need further support and guidance, you will be referred to your Head of Year, Mrs Hudson. Mrs Hayes is the Assistant Head Teacher for Sixth Form and is also available to offer advice and support. You should never feel alone in sixth form, there is always somebody that you can talk to.

## **PART TIME EMPLOYMENT**

In research conducted by the University of Warwick, it was found that students who do more than 10 hours per week of part time work achieve significantly lower grades than their peers who do less than 10 hours work per week. For this reason, students only commit to less than 10 hours part time work per week. Studying at Sixth Form is full time and needs to be every student's "full time job". We appreciate that there are some benefits from working part time when in Sixth Form, developing further a student's independence and self-discipline. However, it is also important that students understand the dangers of part time work and that when it exceeds 10 hours per week it verges on no longer being part time but more on being full time. All students must remember that **Sixth Form is their full time job**.

## **TUTOR GROUPS**

When you have completed the registration process in September, you will be placed in tutor groups. The Form Tutor is at the centre of each student's education at Sixth form. They will meet with you daily, and will help you make progress by:

- Participating with their Tutor group in a daily act of Collective Worship
- Ensuring good communication with home.
- Ensuring good punctuality and attendance.
- Liaising closely with the Head of Year and 6<sup>th</sup> form team.
- Encouraging academic and social progress.
- Helping students set realistic and achievable targets.
- Monitoring achievement of targets.

- Monitoring community hours
- Issuing information.

### **MOBILE PHONES**

Due to safeguarding procedures, students are only allowed to use mobile phones in the sixth form area. Use of phones anywhere else in school or in lessons will result in confiscation.

### **SCHOOL WEBSITE**

The school website contains lots of information about Sixth Form and contains information such as important calendar dates and copies of letters to parents.

### **UNIFROG**

In Broughton Hall 6th form, we use the Unifrog platform for our students. Unifrog covers university choices and apprenticeships, as well as resources on study skills, extra-curricular and help with applications for UCAS. It brings information into one single, impartial, user-friendly platform that helps our students make the best choices and submit the strongest applications.

## SIXTH FORM UNIFORM

At Broughton Hall, you are part of a school community where you are expected to be a role model for younger pupils.

From the start of the new academic year in September 2021, all students must arrive at school wearing the following uniform which are compulsory unless indicated and can be purchased from any of our uniform suppliers: Trutex, Laser School wear, Lisa's School wear, West Derby School wear.

Uniform Item	Description	Purchased from
Smart Fitted Blazer (Optional)	Plain Black, no gold buttons or embellishments	Broughton Hall Uniform Supplier
Blouse	White with open collar and short sleeves or long sleeves	Broughton Hall Uniform Supplier
Skirt	Choice of: Black, knee length skirt with knife pleats and fitted yoke. Black, knee length box pleat skirt. Black, knee length straight cut pencil skirt.	Broughton Hall Uniform Supplier
Pinafore (Optional)	Black, knee length box pleat pinafore.	Broughton Hall Uniform Supplier
Trousers (Optional)	Black, Tailored trousers	Broughton Hall Uniform Supplier
Jumper/ Cardigan/ Tank top (optional)	Plain black Jumper/Cardigan  Plain black Tank top	Broughton Hall Uniform Supplier Marks & Spencer
Shoes	Plain black, no trainers	No preference
Coat (optional)	Plain black, no logos or patterns. Must be a fabric coat, no PVC, fur, denim or leather.	No preference
Scarf (optional)	Plain black scarf. No other scarf will be allowed.	No preference

PE Kit (Applied Sport only)	Description	Purchased from
T.Shirt (compulsory)	CH Sports Leaders branded T-Shirt	Can be ordered in first Sport lesson
Shorts/ Leggings/Tracksuit bottoms (compulsory)	Plain black shorts/ leggings/ tracksuit bottoms	No preference
Trainers	Any colour is allowed but trainers need to have a good support and good sole for grip	No preference
Sports bra	Advisable but not essential	No preference

❖ Students must wear full 6<sup>th</sup> form uniform and change into PE kit for lessons



Please note:

- Remember to label your uniform with your name.
- Items of uniform must have **no logos, decoration or coloured trims**.

*Please note:*

*Your daughter will be challenged by staff if she fails to observe Broughton Hall 6<sup>th</sup> form uniform rules and dress code and items of incorrect clothing / uniform will be confiscated.*

Parents are asked to support the school by adhering to this dress code.

Uniform may be purchased from the following suppliers:

Schoolwear by Lisa                      275 East Prescot Road, Liverpool L14 2DB

Laser                                        92/100 London Road, Liverpool, L3 5NL

Trutex                                        48-50 London Rd, L3 5NF

West Derby Schoolwear                239-241 Eaton Rd, Liverpool 12

**Students are not permitted to wear outdoor jackets/coats whilst in the Sixth Form building. These items must be removed and kept in their bags or lockers whilst on school grounds.**

If all students adhere to this uniform policy, teaching staff and Progress Tutors will be able to spend their time developing a positive working relationship with you and helping you to achieve your full potential.

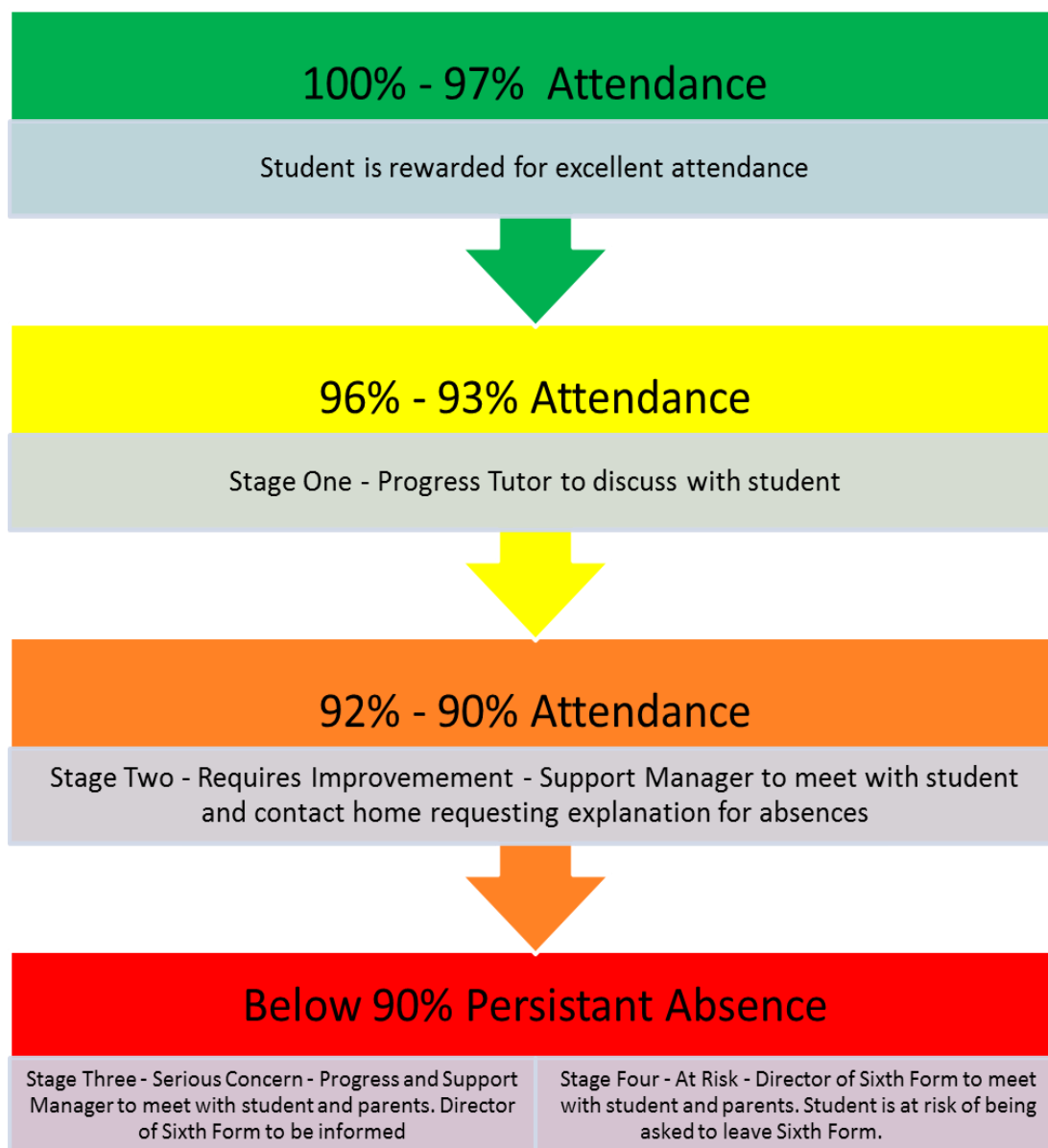
If you do not observe the uniform policy above, you will be asked to go home and change and parents will be informed if these guidelines are not adhered to.

**ALL SIXTH FORM STUDENTS ARE REQUIRED TO WEAR AN ID BADGE WHICH WILL BE PROVIDED AT THE START OF TERM. IF YOU DO NOT WEAR THE BADGE YOU WILL BE IN BREACH OF HEALTH AND SAFETY GUIDELINES AND WILL BE REQUESTED TO LEAVE THE SCHOOL SITE. (BADGE REPLACEMENTS WILL BE AT A COST OF £2 FROM THE 6<sup>TH</sup> FORM OFFICE).**

## ATTENDANCE POLICY

Attendance at both registration and lessons is recorded and monitored electronically. Sixth formers are required to attend all their lessons if they are to achieve their full potential at A Level. A minimum of 97% attendance at lessons is required by all students to guarantee entry to external examinations. If students have an attendance below 97% and no adequate reason has been provided, it may result in students not being entered for exams or being asked to leave Sixth Form. In the world of work, no-one wants to employ a young person who is often late or who is absent without a very good reason!

The Student Support Manager, Head of Year and Form Tutors will monitor attendance. The following sanctions will apply throughout the year:



Attendance at every morning registration is compulsory for all year 12 students. All students should be in their form bases by 8.40 am for registration. Arrival after this time will be marked as a late. Please refer to our punctuality policy for further information regarding lateness.

- Year 12 Students are to arrive no later than 8.40am
- Students must attend designated study periods which will appear on their timetable. Attendance to these will be monitored.
- Students are permitted to leave site at lunch times only. For break times, students must remain on site.
- Once year 12 students have attended their last lesson of the day, they may sign out and study from home for the remainder of the day.
- The signing in/out sheets will be based at reception. This is a **Health and Safety directive** which all students must adhere to.
- If a student is not in registration or is not in class, they are defined as absent.
- A student should not miss school for any reason unless there are exceptional circumstances.
- All appointments (e.g. Dentist) are to be made outside of school time.
- No holidays can be taken in school time.

### EXAM ENTRIES

Students who do not achieve an attendance or punctuality record of 90% or more by the end of the spring term, will not be entered for examination by the school. If such students wish to sit examinations they will be required to cover the cost of private entry for their examinations. Students will be reimbursed for the cost of the examination entries if target grades are achieved in all subjects.

Students whose attendance or punctuality is below 90% because of exceptional circumstances, may be entered by the school but this will be at the discretion of the Director of Sixth Form, Mrs Hayes, and the Head Teacher, Mr Preston. Students who do not achieve a grade during year 12 assessments may not be permitted to continue into Year 13.

### KNOWN ABSENCES

The only people who can report an absence are the legal parent, guardian or carer as listed in our records. If students are unable to attend school the parent/guardian/carer **MUST contact the Student Support Manager, Mrs Robinson in the Sixth Form Office BEFORE 9.00 am** on the first day of absence. This can be done in two ways:

1. By telephone: **Tel. No. 541 9440. Please Choice Option 1 and then Option 6.** Please leave a voicemail.
  2. By email to the Student Support Officer. This must be sent from the parent/guardian/carer's account to [robinsond2@broughtonhall.com](mailto:robinsond2@broughtonhall.com)
    - You will need to give a reason for your absence.
    - Indicate how long you think you will be absent.
    - Indicate which staff should be informed.
    - Inform us if work is required whilst absent.
- On return students will need to provide a letter stating the reasons for absence.
  - It is the student's responsibility to ensure all work is copied up and homework is completed within a week of their return to school.
  - Students are registered daily. If students are absent and no reason for absence has been provided, parents will be notified by telephone or text message.

An emerging pattern of non-attendance without explanation will be deemed unacceptable.

## TERM DATES 2021 - 2022

### Autumn 2021

Wednesday, 1 September to Friday, 11<sup>th</sup> December 2021

October Half Term – Monday 26<sup>th</sup> to Friday 30<sup>th</sup>

**INSET DAYS: Wednesday, 1<sup>st</sup> September (No Pupils)**

**Friday, 24<sup>th</sup> September (Our Lady of Mercy Day)**

**Monday, 20<sup>th</sup> December (No Pupils)**

**Bank Holidays:** 25<sup>th</sup> December 2021 – Christmas Day

26<sup>th</sup> December 2021 – Boxing Day

1<sup>st</sup> January 2022 – New Year's Day

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### Spring 2022

Tuesday, 4<sup>th</sup> January to Friday, 8<sup>th</sup> April 2022

February Half Term – Monday 21<sup>st</sup> to Friday 25<sup>th</sup> February 2022

**Bank Holidays:** 15<sup>th</sup> April 2022 – Good Friday

18<sup>th</sup> April 2022 – Easter Monday

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### Summer 2022

Monday, 25<sup>th</sup> April to Friday, 15<sup>th</sup> July 2022

May Half Term – Monday, 30<sup>th</sup> May to Friday, 3<sup>rd</sup> June 2022

**INSET DAY: Monday, 18<sup>th</sup> July (No Pupils)**

**Tuesday, 19<sup>th</sup> July (No Pupils)**

**Bank Holidays:** Monday, 2<sup>nd</sup> May 2022

Thursday, 2<sup>nd</sup> June 2022 (Spring Bank Holiday)

Friday, 3<sup>rd</sup> June 2022 (Queens Platinum Jubilee)

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**Please note: Students are not authorised to take holidays during term time. Success in Sixth Form is dependent on a number of factors, the most important of which is full attendance. Please do not book holidays in term time as this will affect your progress and may result in you being withdrawn from some examinations.**

If I started Sixth Form again I would .....

*Below is some of the advice that past students would like to pass on to you to help ensure you don't make the mistakes that some of them did*

... make sure that I **asked my teachers for help** when I was struggling with a topic. I only started doing this in Y13 and it made a big difference.

... **get involved in enrichment** a lot more. I struggled to write my UCAS personal statement because I didn't get the experience I needed for my university course.

... **start working from day one**. I didn't appreciate how big the jump would be from GCSE to A Level.

... make sure I **met deadlines**. My courses involved lots of coursework and I started to get bogged down with work because I didn't keep up to date.

... try to be **more organised**. A file for each subject, make sure I wrote down the dates of deadlines and exams and make sure I had all the equipment I needed for lessons.

... **not work as many hours in my part-time job** as I did. My school work suffered and my grades weren't as high as they could have been.