



Welcome

Welcome to Backwell Sixth Form. You have made an important decision in choosing to pursue your further education here. This handbook is designed to give you the essential information you will need to adjust to Sixth Form life and start your courses successfully.

In your time as a Sixth Form student you will be supported in all aspects of school by your Head of Year, Form Tutor and the Sixth Form Team. You may work with Mrs Hobbs, our Sixth Form Student Advisor, and Mrs Ball, the Sixth Form Study Supervisor. I oversee the work in the Sixth Form and look forward to following your progress over the next two years.

Being a student in the Sixth Form will be significantly different from your experiences of education up to now. We will help you adjust to the new demands and responsibilities involved. This transition begins now with your induction day and continues next term, when we will have a Parents' Information Evening and an early review of your progress.

Your time in the Sixth Form prepares you for future employment and Higher Education. This means that you will be given more independence as learners and encouraged to take on more responsibilities too. This will not be a sudden change, however. We will work with your subject teachers in order to support you in adopting the work habits you will need for success at Backwell Sixth Form and beyond.

As part of Backwell Sixth Form you will have the opportunity to take part in a wide range of hugely valuable experiences alongside your academic work. The Sixth Form plays an important role in the life of Backwell School. Sixth Formers will be encouraged to take on roles of responsibility within the school, often working with younger students. In all aspects of your life in the Sixth Form, you should be aware of your status as role models.

We feel that you have made the right choice by coming to our successful, happy Sixth Form at Backwell. Please read carefully the information in this booklet. If you have any questions or concerns, the Sixth Form Team will be available to deal with them, as they will be throughout your time with us. We're looking forward to working with you!

Ben Houghton
Deputy Headteacher, 14-19 Curriculum

Sixth Form Home – School Agreement

Successful education is based on a good partnership between students, parents or carers, and the school. All partners must recognise their responsibilities and seek to carry them out to the best of their abilities.

The responsibilities of students

I will:

- take responsibility for my own learning;
- attend lessons and tutorial sessions regularly and punctually;
- complete work on time and to the best of my ability;
- work quietly and independently in private study areas;
- comply with the rules in relation to the schools computer system;
- comply with the rules for quick return of library books, so that all students may have fair access;
- treat the common room with respect;
- dress in a way that is tidy and smart;
- show respect for the needs of all other students and staff, regardless of their race, gender, sexuality, religion or other personal circumstances.

I understand that if I do not keep to the terms of this contract I may be asked to leave the Sixth Form.

The responsibilities of parents and carers

I/We will:

- ensure that my/our son/daughter attends school punctually and complies with the dress code;
- support my/our son/daughter in their studies and other opportunities for learning;
- support the authority of the school in its expectations of hard work, good behaviour, respect for others and care of school equipment and premises;
- respond quickly to enquiries about my/our son's/daughter's education and welfare and make every effort to attend meetings and report evenings affecting his/her progress;
- make the school aware of any concerns or problems that might affect my/our son's/daughter's work or behaviour.

The responsibilities of the school

The school will:

- aim for the highest standards of work and behaviour through good teaching and pastoral care;
- report regularly on your son's/daughter's progress and keep you informed of any concerns;
- respond quickly to all enquiries about your son's/daughter's education and welfare;
- provide information and offer opportunities for you to know more about and be involved in the daily life of the school.

Teachers will:

- set, mark and monitor work;
- take account of the individual circumstances of students;
- be firm and fair in their dealings with students.

Further Guidance on Expectations

- Prompt attendance is required to registration, all lessons and assemblies. See later guidance on the use of study periods. **Please note that morning tutorials form part of our statutory provision and are therefore compulsory.**
 - If you know that you will be absent from a lesson you should obtain permission from the teacher and complete a form, available from the Sixth Form Office. **Teachers will expect you to have caught up with work before the next lesson.**
 - Work will be set by staff, but you should also set yourself wider reading.
 - You should check your school email on a daily basis, and respond promptly to requests.
 - In our experience, successful sixth form students do not regularly socialise on weeknights or on more than one night of the weekend. Part-time work might be important for some sixth formers, but should be carefully limited in terms of hours. As a full-time student you cannot legally exceed 20 hours per week in paid work, but we would recommend substantially less than this.
 - You will be expected to dress in a way that is suitable for the working day. Some examples of what this means are as follows:
 - No clothes with offensive slogans or pictures
 - No clothing that is too revealing (e.g. exposed waists, low tops, shorts that reveal the majority of the thigh)
 - No extreme hair styles (this includes unnaturally coloured hair)
 - No 'beachwear' such as surf shorts or flip flops
 - No caps, hats or earphones in lessons or assemblies
 - Piercings should be limited to those which would be acceptable in the workplace: this would mean no 'spacers' and no piercings other than ear piercings or small nose studs
 - No visible tattoos
- In all cases, your tutor and/or the Sixth Form Team have the final say on what is appropriate. You may be asked to go home and change if you do not dress reasonably.
- Mobile phones/headphones should not be used when walking around the school site, and should only be used in lessons when given explicit permission by the teacher.
 - Please be aware at all times that you are a role model to younger students.

Sources of Support

If you are having difficulties of a personal or academic nature, or if you need guidance, there is an extensive support structure in place. In our experience, successful students seek support early and do not "bottle up" their concerns; teachers are generally more understanding than students expect, provided students are honest about their problems from the start. In addition to your tutor and the Sixth Form Team, there is Mrs Hobbs (the Sixth Form Student Adviser), the School Counsellor and your subject teachers.

The school has two members of staff who are designated with responsibility for child protection, Mr Sills (Assistant Headteacher) and Mrs Cheeseman.

Administrative Information

School Address and Telephone Number

Backwell School, Backwell, Bristol BS48 3BX

Telephone number: (01275) 463371

Fax: (01275) 463077

Student absence number: (01275) 464188

Sixth Form Team

Mr Darran Lewis	Head of Year 12
Mr Adam Moore	Head of Year 13
Mrs Isla Hobbs	Sixth Form Student Adviser
Mrs Charlotte Ball	Sixth Form Study Supervisor
Mrs Sharon Bangham	Sixth Form Administrator

The Sixth Form Week

Registration takes place at 8.50 am each day in tutor bases. In Year 12 students may only leave the school site at lunchtime. Sixth Form Assembly takes place on Thursday of Week 2 in the Main Theatre and Year 12 Assembly is on Thursday of Week 1 in the Sixth Form Theatre. On days when assemblies are not held, students are expected to use registration to prepare for the school day. They should read over notes and discuss their progress and organisation with their tutor.

Holidays

For family holidays, please email your request to Mr Houghton, Deputy Headteacher, via mailbox@backwellschool.net. However, in line with school policy, holidays during term-time will only be authorised in exceptional circumstances. Please bear in mind that because A Levels are two year courses the end of the academic year is the same as for the rest of the school (Tuesday, 24 July 2018).

References

When a sixth former requires a reference, he/she should name the Head of Year at the school address. The reference will be compiled in consultation with the student's tutor and subject teachers. Please be aware that we are legally obliged to be truthful when providing a reference. Employers, universities and other institutions will normally wish to know details of academic achievement, personal qualities and reliability, particularly with regards to attendance and punctuality.

Textbooks

As a general rule the school undertakes to provide students with textbooks. However, some departments offer students the opportunity to buy their own copies of certain books, in particular texts which are to be annotated.

Health Problems

It is most important that parents/carers inform the school by letter of any health problems. This is particularly true of students joining the school for the first time, who will find a relevant section to complete on the form in which they supplied personal details.

Transport to School

North Somerset does not provide transport beyond the compulsory age of 16, except for those with special needs. There is a concessionary travel scheme whereby a student not entitled to transport *may* be able to take up a spare seat on a hired vehicle. Please contact North Somerset School Transport by telephone on 01934 888888.

Most students travelling by bus from Bristol or Weston obtain a First student bus pass. These can be bought via the First Group website, www.firstgroup.com/students. For students who wish to travel by train, Severnside Community Rail Partnership have negotiated with First Great Western for reduced season tickets to be available for students to use between their home and school or college. For further information, please visit www.severnside-rail.org.uk/school.html.

Students may only park a car or motorcycle in school with a valid permit, obtained from the Sixth Form Office. Please be aware that parking space is extremely limited and in practice permits are only issued to students in Year 13 who are unable to use public transport. Priority is always given to students with a greater distance to travel, and we encourage lift sharing. Due to the obvious health and safety implications there are rules concerning driving on the school site that are discussed upon issue of the permit. Failure to adhere to these rules will see the permit withdrawn.

Please be aware that there is no vehicle access via the Leisure Centre car park. This car park is the private property of the Leisure Centre and is reserved for the use of their customers only. If you park offsite, please do so sensibly and give consideration to Backwell residents.

Contact with Parents/Carers

One Long Report and one Short Report is sent home each year. A Parents' Evening is held for each year group once a year to discuss students' progress with their subject teachers.

Parents/carers are welcome to contact the school to discuss a student's progress or plans at any time of the year. The first point of contact is usually the student's tutor.

Sixth Form Policy for Study Periods

It is expected that students should spend their study periods consolidating their work and doing further reading. *This is in addition to homework tasks set by subjects.* We reserve the right to insist that students falling behind in their work spend all study periods in the Library or working with a member of the Sixth Form Team. Successful students complete an average of around 15-20 hours of private study per week, though where and when this is done varies by student.

Use of Study Periods in Year 12

Most students will have a fifth of their time as study periods. Year 12 students should work in the Library or in one of the rooms listed on the 'free rooms' sheets. Students may choose to spend some single lesson study periods in the Sixth Form common room (6CR)

Home Study in Year 13

The vast majority of students will be granted Home Study in Year 13, which means that they are able to come in late and leave early on days where they have study periods. This increased flexibility is designed to help students develop their independent study skills. This privilege is dependent on performance in Year 12 and will only be granted to students who have demonstrated during that they can manage their workload and use study periods effectively.

Conduct when out of school during the day

When you are offsite during the school day please remember that you are an ambassador to the school. Please also consider the local residents. For example, while a large gathering of students outside a shop may be perfectly innocent, many people find such groups intimidating.

Some tips for managing your study time:

- Allocate your study time in advance (timetabled periods at school or set hours at home) so that it becomes *"This is when I study"* and not *"I'll study when I've got work to do"*.
- Agree to study at the same times as someone else. Not letting them down means you won't let yourself down either.
- If you put something off, you will still have to do it. Look ahead – if you don't do it now, you may have to miss football/X Factor tomorrow to get it done.
- Try to do or review a task the day it is set – this gives you the chance to notice if you need assistance to get started and time to seek help well before the deadline (teachers are always keen to help proactive students).

You will find more useful tips and plenty of guidance on how to organise your study time in the Sixth Form student planner, which is issued in September.

Rooms Frequently Used by Sixth Formers

The Sixth Form Common Room (6CR)

This is your common room and it is not supervised directly by staff. It is the responsibility of Sixth Form students to keep the room tidy and respect all fellow users. Failure to do this will result in restrictions on access to the room.

Please familiarise yourself with the various noticeboards, which are used to promote opportunities such as courses to support applications for higher education and apprenticeships. There is also a television screen displaying current notices. You should aim to check this every day, as there are often personalised messages and requests for particular students to see the Sixth Form Team.

At Break and Lunchtime

The school caterers, Pabulum, will sell a variety of hot and cold food. The servery is open from about 10.30 am through to 1.30 pm. The school operates a cashless catering system, using a biometric reader whereby students hold an individual account and use their thumb or finger as a means of identification.

Music can be played at this time – bear in mind that the Sixth Form Team have a master volume control and can also override inappropriate choices with their own music. We expect our respective tastes to vary significantly!

During lesson time

There is no music allowed during lesson times. The Sixth Form common room is not a room for silent study but noise must be at a minimum so that those wishing to study can do so without being disturbed.

Dos and Don'ts

- Do use the litter bins
- Do return plates, cutlery, etc.
- Do leave the room tidy
- Do leave furniture where you found it
- Do report damage
- Do keep an eye on the screen for important messages
- Don't ruin the facilities with graffiti
- Don't play ball games or the equivalent
- Don't treat the common room as a "corridor" to cut across the site

The Library

The Library welcomes you to a positive and work-orientated environment, for all students and staff at Backwell School. During term-time, it is staffed by Mrs A Gibson, Mrs S Vaux and Mrs D Wood, and all Sixth Form students are encouraged to use the facilities throughout the day. All Year 12 tutor groups will have a brief induction in September and students are encouraged to ask staff for assistance at any time.

Opening Times

Monday, Wednesday and Thursday	8.00 am to 4.30 pm
Tuesday	8.00 am to 5.00 pm
Friday	8.00 am to 4.00 pm

Resources and Facilities

The Library has a large collection of Fiction and Non-Fiction resources. There are also newspapers, DVDs and e-books, as well as online resources that can be accessed via the Library Catalogue. Non-Fiction is kept in the main Library and Sixth Formers are also welcome to borrow Fiction from LB1. Laptops are available to Sixth Formers for study purposes within the Library.

Loans

The Library operates in the same way as public/academic libraries. Books are issued electronically and Sixth Formers are entitled to six books for a period of two weeks.

Please return loans promptly; other students may be waiting for them.

Study

The main study area is reserved for Sixth Formers for private study during lesson times, leaving the adjoining class area for teachers with classes.

Sixth formers are therefore expected to set a good example with a high standard of self-discipline by working silently and alone in the main Library area.

Break Time

At break and lunchtime the Library is open to all, from Years 7 - 13. General Library rules, which have been kept to a minimum, must continue to be adhered to, but silence is not enforced.

Free Rooms

A number of free rooms are available each period. This is to allow for collaborative work not suited to the silent atmosphere of the Library. Please see the list in the Library foyer and the common room. If you find a free room locked, please ask staff in the department to open it for you and inform them when you leave.

Please appreciate that this system relies on the co-operation of staff, so rooms should always be left in good condition.

In addition to this, students taking a practical subject are often encouraged to spend private study time in department rooms in order to make use of the facilities.

Computer Rooms

In addition to the laptops in the Library there are several computer rooms around the school. Of these, DIT (which is located on the first floor of the Art Block) is reserved primarily for use by Sixth Formers. Please note, however, that it is occasionally necessary for teachers to use this room for timetabled lessons. At all times priority is given to those students wishing to work, so if you need to type an essay and someone is just aimlessly surfing the internet, feel free to ask them to move on.

A formal policy has been developed by the school IT working group on students' use of IT. You will be asked to sign an agreement when you start in September and continued access to the internet and the School Network is dependent on conformance to the terms of this agreement.

School work can be printed free of charge, up to a sensible limit. There is a photocopier available in the Library for schoolwork. Please ask staff for assistance.

SF4

Upstairs in the Sixth Form building is a classroom that is used for supervised private study. At certain times it can be used for meetings, including those by clubs and societies. If you would like to book this room for a meeting or activity, please discuss your ideas with the Sixth Form Team.

Extra-Curricular Activities

It is expected that all students will engage in some form of extra-curricular activity. This is a good way to enhance a CV and an application for a job or further/higher education. It will also add to your enjoyment of school, and in all likelihood this will benefit your academic progress (provided you don't do too much!). Many students continue hobbies started at school into later life and this is a great opportunity to try something new, often for free.

Volunteering

There are two main options within the 'Volunteering' choice:

- a) Volunteering at Backwell School: This can take a number of forms, but the most popular is supporting younger students in the classroom or in clubs and activities. The attendance and performance of the Sixth Form student is monitored by the member of staff. At the end of the year, there is a report on the student's work, which can be a valuable addition to CV and reference.
- b) Volunteering outside Backwell School: Students arrange voluntary placements during the school day, working in the wider community. The most popular form of volunteering has been in local infant and primary schools. Students have also worked with the elderly or supporting those with disabilities.

Other Extra-Curricular Opportunities

In addition to volunteering, students are encouraged to participate in other activities, many of which take place at lunchtime or after school.

These opportunities include:

- Sporting activities: Represent the school in a team, take part in house matches or run the gruelling Paarlauf.
- The Sixth Form Committee: Represent your tutor group, control a large budget and help to organise social events.
- Drama/music: Join one of the many choirs or orchestras or take part in the annual Sixth Form Production, which is organised entirely by Sixth Formers.
- World Challenge: A demanding expedition that takes place every two years. Previous locations include Borneo, Mongolia, Costa Rica, Nepal and Malaysia.
- Debating Club: Argue and battle with opponents in school and further afield.
- University Challenge quiz competition: An annual inter-tutor group competition.
- Vocational Societies: In the past, students have set up groups to share tips and experiences to help with applications for courses such as Medicine and Law.
- Peer listening: Be available to support younger students in the school.
- Backwell School Radio: Inflict your music choices on the Common Room.

- The Croak: Backwell School's online newspaper – a must for any budding journalist.
- Peer Tutoring: Help younger students with their academic studies by passing on your wisdom.

Information about all these opportunities will be provided in the first few weeks of term. We strongly advise that you make sure you have settled into your subject courses before taking on extra things.

Many clubs and societies have originated as a result of suggestions from students. If you have a new idea for a club or society, please discuss it with the Sixth Form Team.

Backwell Sixth Form Committee

Chairperson	Sofia de la Torre
Vice Chairperson	Milly Overton
Other members	Pete Atherton Tori Baughan Orla Crabb Bethany Hall Annie Hughes Herbie Dyer Sam Merrick

Backwell Sixth Form Committee consists of tutor group representatives and meetings take place on a weekly basis.

The main roles of the Sixth Form Committee are to represent the views of sixth formers, look after the common room and to provide social events for the Sixth Form. We organise regular social functions, themed non-uniform days and, the highlight of the Sixth Form's social calendar, the Leavers' Ball.

We donate money to various charities including paying for the education and welfare of students from Uganda. We also try to help our own students if they need sponsoring for activities and we play a large part in supporting the annual Sixth Form Production. We can liaise with teachers on behalf of students when this seems appropriate, and invite a member of the Sixth Form Team to our meetings when necessary.

Elections for the new Year 12 representatives take place in November. They hold their positions for 16 months, "going it alone" from Easter of Year 12 and organising the Leavers' Ball. Until they are elected, students are welcome to attend any meetings and approach the existing committee members if they have any questions or problems, or would simply like to know how the Sixth Form Committee runs.

The Start of Term in September

Please share this information with your parent(s)/carer(s)

All Year 12 students will be expected in school at 8.45 am on Tuesday, 5 September. Please assemble in the **Sixth Form Theatre** before 8.50 am.

Students new to the school: If you have not already posted them to the school, you **must** bring with you proof of your full GCSE results and a completed Sixth Form New Admission 2017-18 form. You will be issued with a timetable and will have an opportunity during the day to discuss any problems or necessary changes to your programme of study.

Existing Backwell students: You will be issued with a Year 12 timetable with your GCSE results on Thursday, 24 August. You should check that it shows the subjects you are expecting.

The most likely reasons why a timetable might be incorrect are:

- You have changed your mind about your chosen subjects
- You have failed to meet the entry requirements for certain subjects

Unless there are exceptional circumstances (which should have already been discussed with a member of the Sixth Form Team), students should have at least three subjects on their timetable. Unless they are taking a fourth subject, they should also have been allocated to an Extended Project group.

After a short talk from the Sixth Form Team you will meet your tutor and spend the morning preparing for life in the Sixth Form. Tutors will issue students with planners, resources and additional information. Students will be free to go home at 12.00 pm on this first day, provided that all timetable issues have been resolved to a standard deemed satisfactory to your tutor. Students with outstanding issues will need to remain in school until a member of the Sixth Form Team has confirmed that their timetable is correct. Lessons will start on **Wednesday, 6 September**. You should report to your tutor base at 8.50 am.

Year 12 Information Evening

Early in Year 12 we hold an information evening to inform parents and carers about Sixth Form procedures. The provisional date for this evening is Wednesday, 13 September. A letter will be sent home at the start of term confirming these arrangements. In addition, there will be a Parents' Evening later in the year to discuss progress. We will also hold a Post 18 Options Information Evening in June 2018.

Minimum Entry Qualifications

To study Level 3 Courses (A Levels or equivalent)

You will need to obtain a minimum of five GCSEs at grade 5/C or above, including English Language at grade 5. Qualifications equivalent to GCSE courses, such as Level 2 Diplomas, will be considered in relation to the intended programme of study. In addition, you will need at least grade C, preferably B or A, in the subjects you wish to study at A Level. Where the subject was not available at GCSE, any comparable subjects are taken into account.

Additional requirements for specific subjects

A Level subject	Minimum GCSE requirement
Applied Science	CC in Science and 4 in Mathematics
Biology	BB in the examined elements (i.e. non-coursework) of two Science GCSEs and 5 in Mathematics
Business Studies	5 in English Language and 4 in Mathematics
Chemistry	BB in the examined elements (i.e. non-coursework) of two Science GCSEs and 6 in Mathematics
Computer Science	6 in Mathematics
Economics	5 in Mathematics and 6/B in English or another essay-based subject
Geography	C at Higher Tier
Mathematics	6 (preferably 7) at Higher Tier. For Further Mathematics at least an 8 (preferably A*)
Physical Education	BB in Science and 5 in Mathematics
Physics	BB in the examined elements (i.e. non-coursework) of two Science GCSEs and 6 in Mathematics
Psychology	5 in Mathematics and 6/B in English or another essay-based subject
Sociology	5 in English and 5/B in another essay-based subject
Spanish	B in Spanish

Remember that if you are not certain to meet the entry requirements for the Sixth Form, you are strongly advised to apply somewhere else for a back-up course. Places at other institutions will be in short supply following GCSE results day. Please rest assured that we **are** flexible and **are** prepared to discuss individual circumstances when results come out.

Year 12 Timetable Grid September 2017

Line A	Line B	Line C	Line D	Line E
Computing	Applied Science	Biology	Art	Chemistry
Drama & Theatre Studies	Biology	Chemistry	Business Studies	English Language
English Language	Chemistry	Economics	Economics	English Literature
English Literature	History	Health & Social Care	Geography	Further Mathematics
Geography	Music Technology	Mathematics	Mathematics	Geography
History	Photography	Music	Psychology	Performing Arts
Mathematics	Sociology	Physics	Extended Project	Physical Education
Philosophy & Ethics	Spanish	Sociology		Physics
Sociology	Extended Project	Extended Project		Psychology
Extended Project				Extended Project

Induction Checklist

	Don't forget to register both am and pm while you are on the Induction Course by signing the lists in the common room.
	Check the list of your subjects and tell us of any mistakes. If you want to request a change you should come to the Sixth Form Office today – in a study period or at lunchtime. We will consider your request.
	If you were in Backwell Year 11, you should have already completed the leaving procedure by returning textbooks and getting your Leaver's Form signed. <i>If you have not done this already, you must do so immediately.</i>
	If you wish to travel by school coach in September, you should contact North Somerset School Transport Services on 01934 888888.
	If you wish to travel by train, you should visit www.severnside-rail.org.uk/school.html .
	If you wish to purchase a First student bus pass, you should visit www.firstgroup.com/students .
	If you have promised to collect information for someone who is away, please don't forget to do so. The information consists of: <ul style="list-style-type: none"> • Work set by subject teachers. • A Sixth Form Handbook like this one. • If they are a newcomer, ask them to send the school a copy of their GCSE results and collect a "SIXTH FORM NEW ADMISSION" Form.
	If you are new to Backwell School, you should: <ul style="list-style-type: none"> • Return the blue form entitled "SIXTH FORM NEW ADMISSION" as soon as possible to the Sixth Form Office. On this form you supply us with your personal details so we can put you formally on roll. • Return the Cashless Catering consent form, in order for us to register you for this facility. Cash will <u>not</u> be accepted at any till points after Tuesday, 5 September. • Post a photocopy of your results to the school in August. • Provide evidence of any approved Access Arrangements, e.g. 25% extra time, use of a PC, etc.
	Enjoy your day and see the Sixth Form Team if you have any questions or concerns.