

# Sixth Form Guide

## 2016/2017



# PRINCE WILLIAM SCHOOL



Every child deserves to be the best they can be



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<b>Contents</b>	<b>Page</b>
Absence and Attendance	4 & 5
Car Use	5
Changing and Dropping Subjects	5
Common Room	5
Communication	5 & 6
Conduct	6
Coursework	6
Destinations	6
Dress Code	7
Email	7
Examinations	7 & 8
Extended Studies	8
Homework	8
ICT/Use of Mobile Phones	8
Independent Learning	9
Oxford and Cambridge and Other Early Entries	9
Pastoral Support	9
Plagiarism	9 & 10
Signing in and out of School	10
Study Periods	10
Target & Progression Grades	10
Key Dates	11
Notes	12

## **SIXTH FORM GUIDE**

**For many students and parents the Sixth Form is a very different experience than the one they have faced in Years 7 - 11.**

**This guide has been produced to provide an overview for students, parents and carers about some of the policies and practices that students are likely to come across in the Sixth Form.**

**It is designed to pre-empt some of the questions that may come up during the next two years, but is not a definitive list of everything that the Sixth Form does. To this end please feel free to contact the Sixth Form Team at the school if you require any further information or clarification.**

### **The Sixth Form Team**

Kim Homard-Roy	Vice Principal & Director for Post 16
Carl Baron	Head of Year
Anita Warliker	Sixth Form Admin
Steven Brooks	Attendance and Welfare Officer

### **Absence and Attendance**

Sixth Form students are expected to have extremely high attendance levels, lacking attendance increases the risk of underperformance and therefore further investigation will take place in order to resolve the issue. In the case of illness, students are required to follow the same procedures as in the main school and submit absence notes from parents following time out of school.

Attendance will be measured across four categories; single subject, whole curriculum, registration and punctuality. Where students miss lessons without cause, it is expected that some time will be taken by way of an allocated study period in order that the work missed is completed. Repeated incidents of this nature will result in an appropriate sanction.

All A Level students are required to be in school full time throughout the school day from 8.45am until 3.30pm. They are expected to make full use of any study periods that they may have and may only leave the school site at lunchtime.

Students needing to attend dental or medical appointments are of course permitted to do so but are expected to follow the usual school procedures regarding informing their Tutor and Teaching Staff beforehand about the date and time. We would request where possible dental and medical appointments are made in the holidays.

Requests for leave of absence to attend university open days or to undertake work experience placements are favourably looked upon by the school, provided they do not significantly impact upon learning. Permission to attend university open days is not required but weekend dates are preferred where available.

Our attendance target for 2016/2017 is 97%. In order for us to reach this figure we will not be authorising holidays in term time. Attendance and punctuality form part of any reference written for a Post-16 student at Prince William School. **Parents must inform the school before 8.00am each day their child is absent by telephoning our automated system: (01832) 272881 'press 1' when prompted and leave a brief message. Mr Brooks, our Attendance and Welfare Officer work alongside parents, students, teaching staff and other professionals to secure the highest possible attendance for all students.**

Students who arrive late to school should go straight to Registration where they will be registered electronically. If a student arrives late to school after Registration ends at 9.15am but does not have a scheduled lesson Period 1 they should report to the Front Office to sign in.

It is expected that all students will ensure that all work missed through absence is sought out and completed immediately upon return.

It should also be noted that where attendance is poor the school may choose not to enter students for examinations and remove them from the school roll. Alternatively, where entry is not withdrawn, a student may become liable to pay for all fees associated with examinations in a given subject area.

Students are not permitted to undertake driving lessons during lesson time, including registration time.

### **Car Use**

Many Sixth Form students enjoy the independence that passing their driving test brings. Students are able to commute to school in their own vehicles but they must present a copy of their insurance certificate, along with their car registration details, to Mrs Copley in Student Services.

A car pass will be issued and ought to be displayed whilst parking on the school site. This allows the school to identify any vehicles that may be causing an obstruction. Parking is limited on the site and if students park in school or on Herne Road, they must ensure that their vehicles are parked appropriately.

### **Changing and Dropping of Subjects**

New Year 12 students have the opportunity to make changes to their subject choices during the first week of the new school year. Any changes made are subject to students meeting minimum grade requirements, space being available in their new subject choices and the agreement of the subject leader. Equally, where a student has not attended the subject based session during Induction Week, subjects are able to set further requirements of entry so as not to risk putting a student in a position where progress could be inhibited.

It is likely that students will be required to discuss such changes with subject leaders in order to ensure as thorough an understanding of expectations as is possible. After this initial period subjects cannot be changed due to the pressure of having to catch up on work missed.

Permission to drop subjects mid-year, unless in exceptional circumstances, will not be granted.

### **Common Room**

The Common Room is available for students to access during break and lunchtime only.

The use of the television is not allowed during lesson and registration time.

Students are responsible for ensuring that the Common Room is kept tidy and in good order. On occasion, the Common Room and kitchen area may be closed to all students if they are not kept clean and tidy.

### **Communication**

Any enquiries or concerns should, in the first instance, be directed to the student's tutor either directly or via the Head of Year. As teaching members of staff they are not available to take messages or answer queries during lesson time. All queries to which they are unable to provide a response will be forwarded to the relevant member of staff as appropriate.

Subject specific concerns should always be referred directly to the relevant subject teacher in the first instance.

Such is the volume of information to be processed for Sixth Form that we will also send out periodical newsletters by way of SchoolComms or updates via the Sixth Form Twitter account: @6thFormPWS and @pwsnews.

## **Conduct**

High standards of conduct are expected from all members of the Sixth Form. As the most senior students in the school main school students look to the Sixth Form to set the standard where this is concerned. Students are given greater levels of responsibility and will be treated in an increasingly adult manner by teaching staff; students are expected to respond appropriately.

As a way to ensure a consistent approach we have a clear stepped approach towards promoting positive conduct against which all instances of undesirable behaviour are measured and the appropriate sanctions applied. Positive conduct will also be rewarded and Sixth Form students also benefit from a similarly stepped approach to praise.

Students who are sanctioned at Level 3 or above will have a note placed on their record for a fixed period of three months in the first instance. Where Level 3 sanctions are applied for a second time the period of time for which the note remains will increase to six months. Such information will be made available if references are requested by external agencies.

If a student commits more than two Level 3 infractions they will be sanctioned according to Level 4 criteria.

Students who are sanctioned at Level 4 may be asked to enter into a contract with the Sixth Form to ensure that all future conduct is appropriate. Such a contract will be drawn up and agreed by all relevant stakeholders and reviewed on a regular basis. If the terms of this contract are not met, students may be asked to leave the Sixth Form.

## **Coursework**

Many of the courses offered in the Sixth Form require students to complete a coursework element. Each subject will offer detailed guidance about what the coursework entails and how it ought to be completed. Coursework units are undertaken at various points throughout each academic year for both Year 12 and 13 students and they should ensure that interim and final deadlines for each piece of coursework are carefully noted down and adhered to. It is critical that students meet these subject specific deadlines as any that are missed, unless by prior agreement, risk a zero mark being submitted.

## **Destinations**

A majority of students in the Sixth Form at Prince William School go on to study at University but, as UK Apprenticeship and other work based training opportunities have increased by 30% in the last 12 months, so too has the number of students applying for such positions.

Therefore, opportunities to investigate the idea of applying to University, other learning pathways or transition into the workplace, are presented throughout the year. Students are also expected to do some investigation of their own about the possible destinations available to them. Advice and guidance from the Year Team and tutors can also be sought on the basis of individual need. The formal process begins in June of Year 12. Information for parents will also be provided during this time, including an evening presentation that will include information on a range of destination pathways as well as student finance.

Students who do not intend to study at Prince William School beyond the end of Year 12 should look to seek such support as early as possible in order to make the best of all available opportunities.

Returning Year 13 students intending to apply for university ought to ensure that they make a note of all relevant deadlines in order to ensure that their applications are completed and sent on time.

## Dress Code

Sixth Form students in Years 12 and 13 are expected to wear business / smart wear. The guiding principles for all items are:

- Would I wear this to an interview?
- Does it engender a sense of community and belonging towards the school?
- Is it practical and smart?
- There should not be social pressures to dress in a particular way.

The guiding principles for all items of clothing are:

Item	Acceptable Dress	Not Permitted
<b>Jackets</b>	Suit style in neutral tones. All boys should ensure they wear a jacket as part of their daily uniform.	Casual jackets. Brightly coloured jackets.
<b>Shirts</b>	A plain blouse or shirt with collar. A blouse or shirt with a discrete pattern such as a pinstripe.	T shirts (of any description). Logoed shirts. Imagery or text. Strapless tops. Blouses with plunging neck lines.
<b>Ties, Scarves or Cravats</b>	The wearing of a tie as part of the boys uniform is now compulsory.	Inappropriate imagery or text.
<b>Jumpers or Cardigans</b>	Plain jumper or cardigans are optional.	Hoodies. Inappropriate imagery or text.
<b>Dresses</b>	Smart office style dress.	Dress that is for 'going-out'. Large billowy dresses that impede others around.
<b>Skirts</b>	The skirt should be of a nature that causes the wearer to have modesty.	Body con. Mini skirts.
<b>Trousers</b>	Full length plain, tailored trousers.	Jeans of any nature. Chinos. Corduroy material.
<b>Shoes</b>	Plain shoes that are suitable to wear around the school site.	Trainers. Sandals. High heels. Boots.

Garments made of leather, denim or corduroy are not allowed. Jeans-style, casual-type garments or extremes of fashion such as **skinny fit trousers are not considered suitable for school**. In addition, items of clothing bearing offensive or inappropriate logos. High heels, open-toe sandals or flip-flops are not suitable for school use due to Health and Safety reasons. Tracksuit-type tops, fleeces, knitted/coloured cardigans, gilets or 'hoodies' are not an acceptable part of school uniform. The school reserves the right to judge what, in its opinion, is unsuitable.

## Email

Many subjects use email as a primary method of communication with students outside of lesson time. All students will need to ensure that they have logged into their allocated school email account at the start of the year and must then ensure that they check it on a regular basis. Please also note that due to access restrictions, many private email accounts are not accessible via the school network or may be hidden by Spam filters.

## Examinations

There is now only one formal examination period during each academic year that takes place throughout May and June. Students will be provided with individual examinations information in advance and via email so to allow for the management and balance of study. Details of study leave will be published during Term 4 and will be subject to individual student progress.

There will be 'mock' examination periods throughout the year for Year 12 and Year 13 students during which time students will undertake a similar experience as the formal examinations they will take in May and June. All students are expected to prepare for the 'mock' examinations appropriately so as to properly benefit from the feedback received and establish progress as accurately as possible.

It will also be expected that all subjects routinely conduct timed examination practice during lessons throughout the year.

### **Extended Studies**

In the Sixth Form, Tutor Time is considered to be a direct extension of the curriculum pattern each student follows – as such we have chosen to term the programme 'Extended Studies'. It is during this time that students are encouraged to build on the personal thinking and learning skills that are not only transferable but that will ultimately prove crucial when aspiring to meet academic targets and when moving towards applications for higher education or other vocational positions. We also aim to provide students with the opportunity to boost their profiles and as such gain a competitive advantage when making such applications.

We also deliver a Health Education programme and destinations advice through the Extended Studies programme.

### **Homework**

For guidance purposes we advise students to expect to receive approximately one hour of homework per hour of timetabled lesson. This homework may take various forms but students must ensure that all homework is completed on time and to a suitable standard that demonstrates clear progress towards meeting or exceeding their target grade.

### **ICT / Use of Mobile Phones**

Many subjects post tasks and resources – either as directly related to classroom learning or by way of extension tasks - to the Portico, and all students should use this to support their studies. There are ICT resources allocated for Sixth Form use only and we have invested in Wi-Fi installation in the Sixth Form Centre. Students are permitted to use their own laptops on this network but are advised that the school cannot accept any responsibility for lost or damaged equipment.

Students should ensure that they back up any work completed to reduce the risk of it being deleted or corrupted.

All Sixth Form students are expected to abide by the schools Acceptable Use Policy. Student ICT use is monitored regularly and any student found to be engaging in inappropriate or distracting activities (including but not limited to online games) will have their access restricted and, in more serious cases, find their place in the Sixth Form called into question. Any incidents of ICT misuse will be logged on file.

Unless directed otherwise students ought not to use their mobile phones during class or when moving between classes. They should remain in students' bags on a silent setting.

When working in shared study spaces such as the Library, Sixth Form Work Room or Faculty Central Areas students may use their mobile phones (or similar) to listen to music with earphones or where it assists study. Mobiles phones ought not to be used to make / send or receive calls, texts messages, to communicate through social networking sites or to play games. Failure to adhere to such expectations will result in the device being confiscated for the remainder of the day as in line with whole school approach, it is expected that Sixth Form students will set a positive example to others.

Students are free to use their mobile phones appropriately when in the Common Room.

## **Independent Learning**

It cannot be stressed enough that the transition from GCSE to Sixth Form study is significant and, if not approached with the right attitude, can impact upon student progress. One of the biggest changes students will notice is the requirement to work independently in their Private Study Time.

This is not to be mistaken for the completion of homework or other teacher set tasks. As well as the requirement to complete homework as set, all students are also encouraged to adopt a regime of completing independent reading and research, reviewing notes, and revising work already completed.

Post 16 study requires students to demonstrate their own understanding of a topic and will very often ask them to apply their knowledge in different ways rather than test that which can be memorised or learned by rote.

Independent study requires the additional exploration of subjects beyond the classroom or set text. Teaching staff will guide students in the right direction, deliver them of the required skills and tools to conduct such explorations and will provide structured support and feedback. However, the emphasis is very much on the individual to take responsibility for their own learning and in doing so, their progress.

These skills and this approach to study will not only see students make positive progress in the Sixth Form but will also set them up well for university study or the workplace. It is not always something that is grasped immediately but with the right attitude from the outset, is always within reach.

## **Oxford and Cambridge / Early Birds**

We make contact with those students who we believe have a realistic chance of receiving an offer of a place at Oxford or Cambridge Universities based on potential examination results very early in Year 12. We also open up communication at this time with students who are considering degrees in Medicine, Dentistry, and Veterinary or who wish to apply to Music Conservatoires.

The application process for such destinations is both intense and increasingly competitive, requiring a greater deal of scrutiny and self-reliance from students than is usually expected in order to be successful. We also aim to hold a separate parents meeting during Term 2 or early in Term 3 of Year 12 in order to provide more detailed information about the process. Any student who feels as though they ought to be considered as having the potential to follow this route of advanced entry should make themselves known to the Year Team by the end of November of Year 12 – if indeed they have not already been directly targeted.

## **Pastoral Support**

All Sixth Form students are placed in a Tutor Group and allocated a Tutor at the start of Year 12 and will remain in this Group for the duration of their Sixth Form studies. Attendance and Welfare Officers are dedicated members of non-teaching staff to the Year Group and will be able to help all students access the advice, information and guidance they need at all times.

The Year Team are responsible for supporting students beyond the classroom and providing advice and guidance on a wide range of issues including academic, financial, vocational and emotional queries. It may be that we are not able to provide an immediate response to all queries but we are certainly able to provide a starting point for further investigation or even just to lend an understanding and impartial ear.

It is also the responsibility of the Year Team to monitor the progress of all students across all subject areas and work with students, staff and parents / carers to ensure that all students are working productively and positively towards their target grades.

## **Plagiarism**

Where a student submits work that is later proven as having been falsely claimed as their own the school has little other choice than to consider this a serious issue. The school is both morally and

professionally obligated to report any such incidents to the relevant awarding body. This may result in a student being removed from all future assessments for the subject in question, the receipt of zero marks for that unit, and potentially others, for the same subject. Moreover, in very serious cases, all grades previously awarded in that subject area can be rescinded. Subjects will provide full and clear guidance so as to avoid any accidental errors in referencing. Ultimately though, it is the responsibility of the individual to ensure that all work submitted for assessment is entirely of their own production.

### **Signing In and Out**

During the school day all students must be accounted for and as a school we have a duty of care to monitor their whereabouts in order to ensure their safety at all times.

During the lunch time break, where students are permitted to leave the school site, **all students are required to sign out, and back in upon their return**, using the ledger housed in the ALC Block.

Students leaving the school site at any other time during the school day should sign out and in at the Front Office.

### **Study Periods**

Students have been allocated Study Periods on their timetable and they are expected to take responsibility for their own learning and use this time productively. However, we are aware that the transition to Sixth Form presents many challenges, not least the requirement to properly maintain a suitable balance between class time, self-study and 'down time'.

Two formal study spaces are provided within school for Sixth Form study:

- Sixth Form Work Room                      Computer access, quiet study
- School Library                                Book-able laptops, silent study

There are also a number of 'open' spaces around the school where students may work independently or in groups as necessary. However, all students are reminded that these are often shared curriculum areas where good conduct is expected.

Students will be asked to identify on their timetable the Private Study time that they will allocate to each subject.

Subject staff will also require students to prepare for lessons in their study time.

All available study spaces are to be treated appropriately; the consumption of food and drink is strictly prohibited in all cases, music may be listened to provided that headphones are used and it is not played at such a volume so that others might be disturbed.

### **Target and Progression Grades**

All students are informed of their target grades during the first weeks of the new academic year.

All students will be appropriately supported by subject staff in ensuring that positive and consistent progress is made towards target grades.

## KEY DATES

	DATE	SCHOOL EVENT / TRIP	LOCATION	YEAR GROUP	DURATION
TERM 1 5 September – 21 October 2016	22 September 2016	Meet the Tutor Evening	PWS	7 & 12	
	13 October 2016	Year 12 Early Entry UCAS Fair	Birmingham	12	1 Day
	20 October 2016	Key Stage 5 Open Evening	PWS	11	
HALF TERM	MONDAY 24 OCTOBER 2016 – FRIDAY 28 OCTOBER 2016				
TERM 2 1 November – 20 December 2016	TRAINING DAY: MONDAY 31 OCTOBER 2016				
	11 November 2016	Children in Need	PWS	All	1 Day
	18 November 2016	Geography Field Trip	Peterborough	12 & 13	1 Day
	30 November 2016	Winter Concert	Oundle	All	
	2 December 2016	British Museum & National Art Gallery Trip	London	10, 11, 12 & 13	1 Day
	20 December 2016	Post 16 Christmas Jumper Day	PWS	12 & 13	1 Day
CHRISTMAS HOLIDAY	WEDNESDAY 21 DECEMBER 2016 – THURSDAY 4 JANUARY 2017				
TERM 3 5 January – 10 February 2017	TRAINING DAY: WEDNESDAY 4 JANUARY 2017				
	9 January 2017	UCAS Deadline	PWS	12 & 13	1 Day
	31 January 2017	Geography A Level Work Day		12 & 13	1 Day
	2 February 2017	Years 12 & 13 Parents' Evening	PWS	12 & 13	
	10 February 2017	Ethics Conference	Cambridge	12 & 13	1 Day
*HALF-TERM	MONDAY 13 FEBRUARY 2017 – FRIDAY 17 FEBRUARY 2017				
	All Years – Ski Trip to Italy Years 9 – 13 Business Studies, English and Politics Trip to New York				

	DATE	SCHOOL EVENT / TRIP	LOCATION	YEAR GROUP	DURATION
TERM 4 20 February – 31 March 2017	6 March 2017	Year 13 Mock Examination Mop UP	PWS	13	
	10 March 2017	Move It Trip	London	9 – 13 Dance	1 Day
	16 March 2017	Billy Elliot Trip	Birmingham	10 – 13	1 Day
	17 March 2017	Red Nose Day	PWS	All	1 Day
	20 March 2017	Year 13 Revision	PWS	13	
	27 March 2017	Year 13 Revision	PWS	13	
	30 March 2017	Celebration Concert	Oundle	All	
* EASTER HOLIDAY	MONDAY 3 APRIL 2017 - MONDAY 17 APRIL 2017				
	3 - 4 April 2017	Duke of Edinburgh – Silver Practice	TBC	11 & 12	3 Days
	8 - 9 April 2017	Duke of Edinburgh – Gold Practice	TBC	12 & 13	4 Days
TERM 5 19 April – 26 May 2017	TRAINING DAY: TUESDAY 18 APRIL 2017				
	19 April 2017 – 15 May 2017	Revision	PWS	11, 12 & 13	
	22 May 2017	Years 12 & 13 Examinations begin	PWS	12 & 13	
HALF-TERM	2 MAY 2016 – MAY DAY BANK HOLIDAY MONDAY 29 MAY 2017 – FRIDAY 2 JUNE 2017				

	DATE	SCHOOL EVENT / TRIP	LOCATION	YEAR GROUP	DURATION
TERM 6 5 JUNE – 21 JULY 2017	5 June 2017	Years 12 & 13 Examinations continue	PWS	12 & 13	
	8 June 2017	Arts Degree Show	Loughborough	12	1 Day
	W/C 19 June 2017	Year 12 Destinations Week	PWS	12	5 Days
	20 June 2017	UCAS Destinations Fair	Bedford	12	1 Day
	W/C 3 July 2017	Year 11 into Year 12 Induction	PWS	11	3 days
SUMMER HOLIDAYS	THURSDAY 17 AUGUST 2017 - A LEVEL RESULTS DAY				

### TRIPS OVERVIEW 2016-17

The school has always looked to support the work being done within the curriculum by providing students with a range of opportunities to participate in trips and visits both within the UK and abroad. The proposed list of trips above are intending to run next year. Please bear in mind that trips will only run if a viable number of students indicate an interest in the trip, and that at this stage dates are only proposed and may move due to other curriculum needs and transport / accommodation availability. All trips will be advertised to all relevant students, and support is available for students to attend trips and visits if financial needs require it.

