

**STANGROUND ACADEMY
SIXTH FORM**

STUDENT & PARENT HANDBOOK



**STANGROUND
ACADEMY**

Welcome to the Stanground Academy sixth form

We welcome you as the senior members of a large and thriving 11-18 Academy. We hope your time with us will be successful and enjoyable and that your experience of the sixth form will be memorable.

The student handbook has been put together to help you get to know the sixth form and its procedures. As you settle into the sixth form there will be a great deal of information to take on board – the handbook contains most of what you need to know. Please use it to remind yourself of how things work and what is expected of you.

ETHOS

The Stanground Academy students play a full and active part in the life and curriculum of the Academy as a whole. Stanground's statement of aims and values applies to all students and staff. At post-16 this means that courses are open to students who apply from across the city, regardless of age, ability, gender or background. Tutorial guidance and counselling are essential to ensure appropriate individual programmes of study, continuity and progression.

Post 16 students should contribute fully to sixth form and Academy-wide activities. Post-16 students expect and receive a new relationship with teachers based on mutual trust, respect and co-operation.

There is a strong emphasis on personal maturity, judgement and attitude. Students have to accept responsibility for their own work, life and demeanour. Students are judged, reported and assessed on all their contributions.

PROCEDURES FOR SIXTH FORM

All students must attend all tutorials, where any important messages will be given.

When students accept a place in the Academy they undertake to fulfil the Academy's expectations with regard to the following procedures. Students need to sign the learner agreement form. They must agree to:

- Attend registration punctually
- Attend all timetabled lessons

Authorised Absence

In order to qualify for authorised absence you need to complete an authorised absence form. This form is available from the sixth form and must be completed prior to the absence. An absence will be authorised on the following grounds:

- Funeral of an immediate family member
- Full time job, FE or HE interview
- Hospital appointment – **with evidence**
- Theory and practical driving test
- Religious observance
- Exceptional circumstances as approved by Head of Sixth Form

Routine doctor's and dentist's appointments should not be arranged during Academy time. Medical appointments will not be authorised unless accompanied by an appointment card/letter.

Sickness

- If you are ill then you must ring **01733 821430** and use the **sixthform absence line option** before 8.35am on each day of absence and leave a message on the answerphone.
- If you are ill for more than 5 continuous whole days you must obtain a letter from your doctor.
- If you are ill during the day **you must get permission** from the sixth form office to leave the Academy. You **must** sign out in reception when you leave the building.

Family Holidays

No holidays will be authorised for any student. Where it is absolutely unavoidable, in exceptional circumstances, for a family to take a holiday in term time, the request must be made to the Principal at least **one month** in advance of the holiday. Students with attendance below 96%, even in these circumstances, **will not** be authorised.

ROLES AND RESPONSIBILITIES

Signing in and out

If students have a legitimate reason to leave the premises, they must see either Ms Houghton-Wood or the deputy head of sixth form, before they leave the building. They must sign out in the study room giving the reason for going off site. On their return they must sign back in the study room. **Students are NOT allowed off site at break time.**

All students must be in the Academy for their study periods.

Enrichment Programme

This is a compulsory part of all students' programmes. Some of the options below will be available each year.

- Leisure/Sports Activities
- English GCSE
- Maths GCSE
- Community Work
- Introduction to Driving
- EPQ
- Paired reading with year 7 for both year 12 & 13

If students choose to do Community Work they can do this in a variety of settings:-

- Nurseries
- Primary schools
- Our own Learning Support department
- Animal charities and veterinary practices
- Helping the elderly and disabled in their own homes
- Hospital work

Lunchtime Arrangements

Hot food, sandwiches and light snacks are available in the dining hall, and all hot food purchased from there must be eaten in the dining hall. Alternatively, students may bring in their own food. There are kettles and a microwave in the sixth form study area for students to use at break and lunch time. Students are responsible for cleaning up after they have used this equipment. No hot food or drink should be taken out of the study room. **No take-away food to be brought into the building.**

Students may also use the facilities at Powerleague, the Gym and some IT Suites.

16-19 BURSARY

Payments

In Care, a care leaver, or receive an allowance

If you're in care, a care leaver, on income support or receiving either Employment Support Allowance or Disability Living Allowance, you will be entitled to receive the guaranteed 16-19 Bursary directly from the Academy.

Discretionary bursaries will be awarded as a full or part contribution towards the cost of the following types of expenditure where young people are unable to meet those costs through any other means.

This may include:

- Transport
- UCAS fees
- Meals at the Academy
- Uniform
- Equipment and materials required in order to complete the course
- Educational visits or work related activities that are a compulsory element of the programme of study.
- Other expenses approved by the Academy that are related to supporting attendance & participation
- Stationery will be provided for those who need it

Guaranteed Bursary

16-19 Guaranteed Bursary Payment will be authorised by co-ordinators and paid on a monthly basis, providing students **have attended, and been punctual to, all** tutorials and timetabled lessons or followed the procedures in the 16-19 Bursary agreement. Please note that no payments will be made until student and parent have signed and returned the 16-19 Bursary agreement.

If students are ill they must phone the Academy on **01733 821430, each day** of absence, or payment will be withheld. Absence of 5 consecutive days, even if there is a weekend between, will cause payment to be cancelled.

If a student only attends for part weeks with no explained reason for the absence, this will result in a part payment of the Guaranteed Bursary and part payment for any transport costs accrued.

ACADEMIC EXPECTATIONS

Study Commitment

Whatever course students follow the work is demanding. Students must be clear about the commitment they are taking on and must be prepared to commit themselves to approximately twenty hours of private study per week. Students who achieve the best grades in the sixth form are the ones who use the library and supplement their work with background reading.

Course Changes

The process by which students have chosen their courses for this year has been a long and thorough one and we anticipate that for almost everyone these choices will remain in place throughout your time with us. In a few cases, however, there is sometimes a strong and clear case for exchanging one subject for another.

What should students do if they feel a change is necessary? First of all, they should give their choices enough time to settle down. You cannot safely judge a subject for some weeks; the transition to sixth form study doesn't happen in a few days, it takes different amounts of time for different subjects.

Students wishing to change courses should follow an established procedure. After discussions with their parents, students should organise a meeting with Ms Houghton-Wood to discuss changing courses. Students should also inform subject areas before changes can be authorised. Changes of timetable may only be possible if they are agreed by Ms Houghton-Wood. **Students should not simply stop going to lessons.**

Continuation on your course

Progression to a second year is not automatic for any student; each student must pass his/her course to the required standard of Grade D or Merit at Btec or CambTec, anything below this will be at the discretion of Ms Houghton-Wood and heads of departments.

Part-time jobs

Some students take on a part-time job (evenings or Saturdays) during their time in the sixth form. Whilst this brings financial rewards and a valuable insight into the world of work, it does come with a warning! Post 16 courses are very demanding and require consistent effort and application. If students are applying for part-time employment, they must avoid excessive or late hours. It is strongly advised that a student works no more than 10-12 hours a week. It is important to be aware that research shows students who spend more than 10 hours a week in a part time job will detrimentally affect their studies.

Exam Entries

Exam entries are paid by the Academy for all subjects taken as part of a student's timetable. However, where students' level of commitment or standard of work is below that expected by the Academy, they may be asked to pay for their own entry or, in extreme cases, they may be withdrawn from the subject altogether.

All students who have not yet achieved a grade 4 or above will be expected to study English or maths GCSE. This is a compulsory part of their programme.

STUDENTS' RESPONSIBILITIES

Privileges and Responsibilities

Enrolling on a post-16 course provides them with many opportunities and privileges but also imposes responsibilities:-

- a) to themselves – to develop their abilities as far as possible
- b) to the rest of the Academy. We expect students to set an example for other pupils
- c) all students are expected to follow the code of conduct of the Academy

They are also responsible for their environment and must take care of the facilities available to them. Litter can be a problem in the study room and your support is needed to keep it under control.

Mobile Phones

Students are allowed mobile phones in the sixth form study area. However, they are to remain **switched off and inside student's bags in lessons**. If mobile phones interrupt lessons they will be confiscated. These **must not** be out during tutorial. **These can only be used in the sixth form study area.**

Student ID badges

All students will be expected to wear and display their Identity Badges at all times.

Cars/Motorbikes

If students wish to bring a car or motorbike on site, they will need to complete a form giving details of ownership and insurance of the vehicle. These forms are available from the sixth form office. Students should arrive and leave the Academy when it is quiet (i.e. wait until the buses have left in the evening). **Sixth form students should adhere to the 10mph limit with the Academy grounds. Sixth form students are expected to use the Powerleague car park.**

Committee

Stanground has a well established students' committee with a long record of successful events and accomplishments. The group contains a mix of Year 12 and 13, elected to represent the student body from all form groups. The group is always looking for help and advice. Minutes of the meetings are discussed in tutorial. The aim of the group is to co-ordinate the various social and fund raising activities and other exciting ventures! Every year students choose a charity and organise events to raise money. The committee welcomes suggestions for new fund raising ideas.

The head students will be selected from the sixth form students after an interview with the Principal. Head students are leadership roles. They will be the leaders of the senior students at the Stanground Academy. Deputy head students will also be chosen from sixth form students.

Head Students

There are opportunities for other students to take on whole academy roles. Some students may wish to be involved in the following roles:

- Subject mentoring
- Becoming a 'buddy'
- Form reps on the sixth form committee
- Paired reading
- TA work in lessons

This list is not exhaustive, wherever students can act as positive role models it would be welcomed by the Academy. Any role of this kind would be looked upon favourably by universities and employers.

OTHER OPPORTUNITIES

Lower Academy Help

Bake Off

Trips:-

London, Auschwitz, university visits

UCAS Week

Students receive a guidance programme for university applications. This involves a Higher Education evening, visiting speakers from universities, guidance from tutors in writing personal statements and a university visit. **This is usually the third week before the end of the term. Attendance for the full week is compulsory.**

Work Experience

Work Experience is a valuable part of a student's programme. Not only does it give students an opportunity to study their areas of career interest in more depth but also future employers/tutors seek evidence of students' commitment and knowledge of their chosen option.

A work placement is organised for all year 12 students and this is usually planned the last two weeks of the school year. **This is compulsory for all Year 12 students.**

This process will begin in January and it is the students' responsibility to secure their own work placement.

MONITORING PROGRESS

Assessments

Students will receive a three progress reports throughout the academic year indicating their attitude to learning and attainment.

Students will be completing a review sheet which will involve setting targets in each subject.

Academic Causes for Concern

During their time here there may be concerns about the student's work and their tutor will need to be informed. Concerns will be discussed with the student's form tutor and monitored by Ms J Houghton-Wood. Depending on the severity of the concern other action may be taken, this may result in students being removed from courses.

As you can see, we expect a high standard from all of our students – and this is important to your success. Your time in the sixth form will present you with many opportunities: seize them! Get involved, don't sit on the side-lines, set out to make new friends – and don't forget to give your work your very best time and effort. Use your time here to the full – and if you do, I am sure it will be a rewarding and enjoyable experience.

We wish you all the best.