



QUEENS' SCHOOL SIXTH FORM HANDBOOK

2018-2019

WELCOME TO THE SIXTH FORM AT QUEENS' SCHOOL

Head of Sixth's Welcome

Visitors to Queens' Sixth Form encounter a vibrant, busy, but caring environment where ideas, opinions and academic debate are part of the culture. We believe that there are no limits to the academic progress of committed, hardworking and dedicated students and our position as one of the best Sixth Forms nationally (top 25%) suggests we are right!

There are vast opportunities for students to develop at Queens', whether that is in nurturing their burgeoning leadership or sports skills or finding time to explore the mysteries of the universe in our well stocked library; which boasts a truly superb collection of books, magazines and journals and is the "hub" of Sixth Form intellectual life. Sixth Formers also continue to enjoy the acres of space, the superb sport and coaching facilities offered at Queens' as well as a designated Sixth Form block with separate café facilities, computer rooms and a large study centre.

As the Head of Sixth Form, I unashamedly want the very best for each and every Sixth Former at Queens', whether that takes the form of examination success, sporting achievement, intellectual endeavour, personal integrity, community service or general scholarship. The interests, aims and goals of our Sixth Formers are diverse, ambitious and exciting and it is our desire to support them, to pursue whichever pathway helps them to be their very best.

Queens' values of Scholarship, Tenacity, Respect and Altruism are embodied by our Sixth Formers, who lead the school in living out these values daily. An enjoyment of the pursuit of academic excellence, a willingness to make the most of opportunities and of mistakes and a strong feeling of community pervade Queens' Sixth Form and our students' leave well-prepared for the next exciting phase of their lives.

We have a strong pastoral support system at Queens' and our Sixth Form builds upon the fine traditions of our House system. There are a team of tutors assigned to each year of the Sixth Form, working closely with a Head of Year and ably supported by the Sixth Form Student Manager and Head of Sixth. Communication is crucial to enjoying and succeeding in the Sixth Form and I would encourage you to speak to teachers, tutors, Head of Year or Head of Sixth Form should you have any concerns. I look forward to welcoming you to our Sixth Form.

Mr Barrie Murphy

Excellence, then is not an act but a habit- Aristotle

General Information

Personnel:

| | | |
|----------------------------|-----------------|--|
| Head of Sixth Form | Mr B. Murphy | murphyba@queens.herts.sch.uk |
| Head of Year 12 | Mr E. Smith | smitheu@queens.herts.sch.uk |
| Head of Year 13 | Mr S. Walsh | walshse@queens.herts.sch.uk |
| Sixth Form Student Manager | Miss L. Sanchez | sixthform@queens.herts.sch.uk |

For General Enquiries please email or alternatively telephone on **01923 478 206**

To report an **absence** please email 6thformabsence@queens.herts.sch.uk as soon as possible on the day of first absence and then each subsequent day.

Sixth Form Tutors

Auden House:

| | |
|------|----------------|
| 12AH | Mr R Owen |
| 12AW | Mr N Whitbread |
| 13AH | Ms S Wood |
| 13AW | Mr P Smith |

Sutherland House:

| | |
|------|--------------|
| 12SG | Mrs A David |
| 12SV | Mr D Bedford |
| 13SG | Ms J Hill |
| 13SV | Ms S Taplin |

Drake House:

| | |
|------|--------------|
| 12DA | Dr F Shafiq |
| 12DF | Mr P Makunde |
| 13DA | Ms P Challis |
| 13DF | Mr D Thomas |

Newton House:

| | |
|------|----------------------------|
| 12NE | Mrs J Padgham |
| 12NI | Ms H. Lynch |
| 13NE | Mrs J Knight// Mr D Pandya |
| 13NI | Mr K Reynolds |

General Information

The School Day:

| | |
|--------------|--------------------------|
| 8.30 | Tutor time |
| 8:45 | Transition Time |
| 8.50 | Lesson 1 |
| 9:45 | Transition Time |
| 9.50 | Lesson 2 |
| 10.50 | Break |
| 11.10 | Lesson 3 |
| 12:10 | Transition Time |
| 12.15 | Lesson 4 |
| 1.15 | Lunch |
| 2.00 | Period 5 |
| 3.00 | End of school day |

16-19 Bursary Fund:

The 16-19 Bursary Fund is a scheme designed to ensure that young people facing financial hardship can remain in full time education. Further details and the Bursary application Form can be found on the Sixth Form Section of the Queens' School Website. Alternatively either please speak to either Mr Murphy or Miss Sanchez (on the South Side) or the Accounts office (on the North Side).

Qualifications Explained:

From September 2017 all A-Level subjects will be operating on the reformed, linear, system which consists of a two year course examined at the end of Year 13. Grades are awarded between A* -G.

BTEC Level 3 Qualification in Sport is also offered at Queens' and is equivalent to A-Levels in terms of time, UCAS points, or employer recognition. These qualifications tend to have more of an industry focus and are largely assessed by coursework (although there is still a significant externally graded component). Please see our course guide for further details on subjects offered.

Sixth Form Standards

Great Sixth Formers at Queens':

- Show each other and their environment respect
- Enjoy succeeding and overcoming challenges
- Work well with others
- Devote the required 16 hours per week to independent study
- Are tenacious when independently learning
- Communicate with all the staff supporting them
- Follow the Queens' Sixth Form standards
- Take an active role in lessons
- Constantly review their previous lessons
- Consistently assess their understanding to identify and plug "gaps"
- Use practice exercises and mock exams to develop future performance
- Work consistently both in study periods and at home
- Are punctual to school and lessons
- Are organised with their notes/ folders and books
- Arrive to lessons fully prepared with equipment and any preparation work complete
- Have a clear idea of potential future pathways
- Act on marking and feedback to ensure improvement in work
- Take a full and active role in the life of the school
- Ensure their absences from either school or lessons are explained and authorised.

Dress Code:

Business Dress (2 Piece Suit)

- **2 piece** suit consisting of **either:** trousers and jacket **or** knee-length skirt/dress and jacket
- Shirt **and** tie **or** formal blouse
- A V-neck jumper **or** cardigan may be worn **over** the shirt/blouse
- **Formal** shoes black/brown. (no trainers, flip-flops, soft shoes or white soles)
- No Denim, corduroy or leather is allowed for clothing no tube, or stretchy material for dresses/skirts.

(Skirts that ride up due to stretchy material, sculpted, body-hugging (tube) skirts are not acceptable.)

Sixth Form Standards

As part of the registration process at Queens' school you, your parents and your form tutor will have signed the learning "contract". These must be returned to your Form Tutor in the first week of Autumn term (at the start of September).

Queen's School strives to provide excellent learning opportunities and support to all Sixth Formers:

- Providing excellent teaching and a personalised curriculum, delivered by highly-qualified teachers.
- Providing an environment for students to undertake collective and individual learning.
- Treating students with respect and expecting them to take responsibility for their own learning.
- Offering support, advice and administration through the university admissions process (UCAS), or alternative further education/career application processes.
- Providing pastoral support through a Sixth Form tutor system led by the Sixth Form Leadership Team.
- Providing students with a range of extra-curricular activities and leadership opportunities.

As a student in the Queens' School Sixth Form I will uphold and abide by the expectations and standards of a Sixth Former

- I will support the ethos of the school and embrace all of the opportunities that it brings.
- I am committed to maintaining the highest levels of attendance and punctuality and have read closely the sections on attendance and punctuality.
- I will maintain a positive attitude to learning
- *I will always act in such a way that enriches the school community and does not bring disrepute to Queens' School or its Sixth Form.*
- *I understand failure to meet the conditions of this contract may lead to my being removed from a course of study or, in the most serious cases, being asked to leave the Sixth Form.*

Routines and Procedures

Attendance:

All Sixth Formers are expected to be in their Tutor rooms by 8:29am ready for a prompt 8:30 start.

Any student who arrives after this time will be marked as **late**- which will remain on your permanent record and can have a negative impact on any future references that you obtain. Any student who obtains **two late** marks in a school week will sit a detention.

Missing a timetabled lesson is disruptive to your learning and potentially that of others in the class. As such, any missed lessons, that cannot be satisfactorily explained, will result in a detention. Students are responsible for their own attendance record and if they are doing any authorised activity they must make sure the Sixth Form Student Manager and any subject teacher is made aware.

A weekly report of missed lessons and late marks will be sent to parents. Significant research has been undertaken in this area and the evidence suggests that poor attendance can lead to a drop of as much as a grade. 90% attendance means you have missed a day a fortnight!

Should Sixth Formers be unable to attend due to illness we would ask that parents contact:

6thformabsence@queens.herts.sch.uk or telephone on 01923 478206

on **each** day of absence. **N.B.** students are not permitted to attend driving lessons during the school day.

Holidays:

Students must not arrange holidays during term time and such absences will be recorded as unauthorised.

It is important to note that references to employers/ higher Education institutions require data about attendance and punctuality it is therefore imperative that students' attendance record portrays them in the very best of lights.

University Open Days:

Students are encouraged to attend University open days and taster courses in the Summer term of Year 12 and the Autumn term of Year 13, however, in order to minimise disruption students are only allowed to have four such visits in total. Permission must be requested by parents by sending an email to sixthform@queens.herts.sch.uk

All other requests for leave of absence are dealt with on case by case basis. Parents should send an email to sixthform@queens.herts.sch.uk stating clearly the requested date(s) and reason.

Employment:

Employment should be kept to a minimum and preferably **not exceed 7 hours per week** during term time. Sixth Form study and events have to take priority over employment. It is illegal to take paid employment during school time.

Routines and Procedures

Study Periods:

During study periods Sixth Formers are free to pursue silent, independent study in either: the study centre, the Library or the Sixth Form Computer room. The library has a suite of 20 fixed computer stations and a set of laptops which students can sign out to assist with their studies- as well as an extensive collection of books, journals and periodicals. The Librarians are exceptionally knowledgeable and helpful and should be the first port of call for any research project or query. Owing to the popularity of the Library, the huge demand for resources and the limited amount of time the librarians have their word is law and any infringement in Library etiquette will be dealt with swiftly by the Sixth Form team.

It is expected that all students will spend at least **16 hours** engaged in independent study per week.

Safeguarding:

It is safeguarding requirement for **all Sixth Form** students to **visibly** wear their **student ID** lanyard. Sixth Formers do not wear uniform so it is essential that school staff and students can easily recognize and identify them. All students will be issued with their ID badge and will be responsible for their safe keeping. Replacing lost IDs or Lanyards will incur a £5.00 charge.

When crossing the Aldenham Sixth Formers **must** use the underpass and follow the one way system. When entering either the North or South site please be aware that cars do enter close by and so students should only be walking on the painted "yellow hatched" pathways.

Personal Belongings and Electronic Equipment:

The use of mobile phones is **not** permitted within lessons or around the school and may only be used in study periods to listen to music or during break in the Sixth Form Study Centre. Headphones may be used during private study although they should be removed and not on display whilst moving around the school site. Lockers are provided in the Sixth Form

Drugs/ Illegal Substances:

It is the school's policy to inform the Police in any cases involving the sale or consumption of drugs/alcohol within the school grounds. Drugs and alcohol must not be brought onto the school site under any circumstance.

Life After Sixth Form

Post-18 Progression:

The vast majority of Queens' Sixth Formers will apply to university and we support them through the application process in Tutor Times, PSE, lectures from external speakers and organising the UCAS convention.

Additional support is offered in terms of entry test preparation, interview practice and application process to those hoping to apply for the early entry courses (these include all courses at Oxford or Cambridge most courses in medicine, veterinary medicine/science, and dentistry.)

Those students intending to pursue a GAP year or enter employment (either entering the work place or via an apprenticeship or other school leaver programme). Will be signposted to information regarding their choices and options. Form Tutors will regularly meet with students to ensure that plans are well thought out and detailed and that appropriate steps are being undertaken to ensure students' personal goals are achieved.

We know that this can be a difficult, though rewarding, time for students and parents and as such we will be providing more detailed information on Post-18 progression, the end of Year 12 assessments and the UCAS process at an Information evening in the Spring Term.

In the meantime further information on Post-18 progression or careers can be found on the following websites:

1. www.ucas.com - The first port of call for anybody considering applying to university their guides for students and parents are excellent.
2. www.notgoingtouni.co.uk - A very useful starting point.
3. National Apprenticeship Course Search:
<https://apprenticeshipvacancymatchingservice.lsc.gov.uk>
4. <https://nationalcareersservice.direct.gov.uk/> - An exceptionally useful website with career profiles and online diagnostic tests to analyse your skill set and potentially training needs.
5. Government information available on: <https://www.gov.uk/topic/further-education-skills/apprenticeships>



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