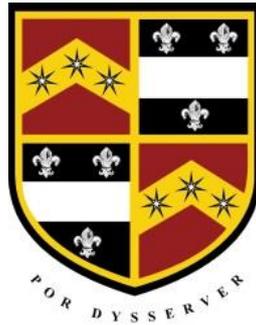


# SJSF



## CARRE'S GRAMMAR SCHOOL

### SIXTH FORM STUDENT HANDBOOK 2022-2023



**Welcome to the SJSF  
Base School: Carre's Grammar School**

**The Sixth Form Team**

Mr R Smith	Head of Sixth Form Head of Year 13	Sixth Form Office
Mr B Pickard	Head of Year 12	Sixth Form Office
Mrs L Phoenix	Sixth Form Administrator	Sixth Form Office

Mrs T Williams	Examinations Officer	School House
Mrs L Bedford	Director of Finance / Bursary Advisor	Finance Office - KSHS
Mr I Scholefield	Work Experience and Careers Coordinator and Advisor	Room 25
Mr G Ahmed	Sixth Form Tutor 6.1	Room 28
Mrs K Seymour / Mr B Haworth	Sixth Form Tutor 6.2	Room 14
Mrs S Bence / Mrs D Thomas	Sixth Form Tutor 6.3	Room 23
Dr J Robinson	Sixth Form Tutor 6.4	Room 15
Miss K Willoughby	Sixth Form Tutor 6.5	Room 2
Mrs A Hobbs	Sixth Form Tutor 6.6	Room 16
Mrs B Ditton / Miss T Angus	Sixth Form Tutor 6.7	Room 12
Mr B Rooney	Sixth Form Tutor 6.8	Room 43
Mr M Clare	Sixth Form Tutor 6.9	Room 36
Miss T Mills / Mrs K Karamazundo	Sixth Form Tutor 6.10	Room 38
Mrs A Johnson	Sixth Form Tutor 6.11	Room 11

Mrs J Millband	Additional Educational Needs	School House
Mrs P Clapham	Student Support Mentor	School House
Mrs S Manley	Student Support Mentor	School House
Mrs V Dowse	Student Support Mentor	School House

**The Academic Day**

	<b>Carre's, KSHS &amp; SGA</b>
Registration and Tutor time	08.45–09.05
Period 1	09.10-10.10
Period 2	10.15-11.15
First Break	11.15-11.40
Period 3	11.40-12.40
Second Break	12.40-13.25
Period 4	13.25-14.25
Period 5	14.30-15.30

## **Attendance**

### **Attendance is a Key Factor for Success**

Mrs Phoenix email: [lindsay.phoenix@carres.uk](mailto:lindsay.phoenix@carres.uk)

Telephone 01529 302181

Students must register in person with their tutor at 8.45am each day. Attendance will be electronically recorded at every lesson at both Carre's, KSHS and St George's, and a central Record of Attendance is kept for every student in the Sixth Form.

**Attendance is expected at all lessons including Supervised Private Study, Extended Project, Wednesday afternoon enrichment sessions and all assembly and Core sessions.** All students must also attend whole school assembly on Monday morning (if these take place)

If you have a genuine reason for absence your parent/carer must inform Carre's Main School Office before 10am by telephone or by email on each morning of absence. The office will pass this information to Mrs Phoenix. If we have not been given a reason for your absence by 10am then Mrs Phoenix will contact your parent/carer to find out if the reason for your absence is genuine.

Students cannot miss lessons for a driving lesson – this would be an unauthorised absence, but students can have absence authorised for a driving test and theory test.

It is important to note that most references for employers/Higher Education require data about attendance and punctuality. It is therefore essential to maintain an excellent attendance record that we may refer to upon any requests for a reference on your behalf.

An attendance and punctuality check will be made weekly and if this gives us cause for concern your parent/carer will be informed and it is likely that the Sixth Form Discipline Code will be used.

### **Time Out of School for Driving Tests, University Open Days, Work Experience and Planned Medical and Dental Appointments**

If you take time out of school for a medical/dental appointment, university open day, interview, work experience or sport activity which has not been arranged through the school you must inform Mrs Phoenix in the Sixth Form Office and complete a green 'Leave Request' form.

## **Support and Guidance**

### **The Role of the Tutor**

The tutor is the first contact point for any concerns arising through your schoolwork or any other issues. Your tutor will encourage and support you throughout your time in the Sixth Form. Your tutor will be your academic and pastoral mentor and will monitor your attendance and progress. They will be one of the people you could turn to if you needed advice, including career and Higher Education advice. Your tutor will be responsible for writing your reference when you apply for university, employment or apprenticeship.

### **Student Support Mentors**

We have Student Support Mentors who are here to support Sixth Form students. They offer personal counselling, advice and help with study skills. We will encourage students who have encountered problems to seek help from the Student Support Mentors.

## **Work Experience and Careers Advice**

We strongly encourage Sixth Form students to be involved in work experience, especially that which is relevant to their future career plan. Many Sixth Form students choose to arrange a work experience placement during Wednesday afternoon Enrichment. If you are planning a career in, for example, medicine, veterinary medicine, nursing, teaching, or physiotherapy you will find that it will be almost impossible to secure an offer at university without some relevant work experience.

We hope that Year 12 students will be able to arrange and carry out a work experience for one week at the end of the Summer Term. The dates for this are normally the last week of the academic year and will be confirmed at the start of the academic year.

Mr Scholefield is responsible for careers / work related learning. If you have arranged a work experience placement you will need to fill in the appropriate form. This can be collected from Mr Scholefield. If you wish to book an appointment with a member of careers advisory team, who come into school on a regular basis, please contact Mr Scholefield.

## **16 – 19 Bursaries**

The 16-19 Bursary is a limited, discretionary fund made available for supporting eligible young people with the costs of transport, books, educational visits, other course materials or equipment essential to successfully completing their programme of study. If at anytime during the Sixth Form you are suffering financial hardship, please speak to a member of the Sixth Form Team to discuss the possibility of applying for an appropriate bursary. Bursary applications can be collected from the Sixth Form Office and are available on the school website.

The bursary payments will be dependent upon a student meeting the Sixth Form expectations regarding academic work, behaviour and also maintaining a minimum of 90% attendance at morning registration and lessons.

## **Sixth Form Expectations and Code of Conduct**

- Maintain high levels of attendance (over 95%)
- Year 12 must remain on the school premises unless travelling between CGS, KSHS and SGA for lessons.
- Attend all lessons punctually.
- Adhere to the expectations of Dress Code
- Adhere to the school ICT code of conduct
- Accept responsibility for your own learning with the support of your teachers
- Complete all work to the required standard by the required deadline by using your time, in school and at home, effectively
- Students who have been absent must ensure that all missed work is followed up in liaison with subject teachers
- Act as a positive role model for younger students and behave in a manner which is expected of a Sixth Form student
- Get involved in extra-curricular activities, enrichment and leadership programmes to improve your key skills
- Respect the individual rights of all members of the school community and be involved in activities within the community
- Demonstrate collective responsibility for leaving the Sixth Form Workrooms, conservatory and garden in a clean and tidy state
- Ensure all work submitted is your own.

## **Plagiarism**

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. This includes downloading and submitting work taken from the Internet. Other common forms of plagiarism would be using quotations without attributing their source or passing off the ideas of others as if they are your own. Plagiarism does not have to be word for word theft of material but a "close imitation of another's work".

Plagiarism is a form of cheating which is taken very seriously, and ignorance cannot be used as an excuse. If plagiarised work is submitted to the examination board there are very serious consequences, both for the individual student and examination centre – either Carre's Grammar School, Kesteven and Sleaford High School or St George's Academy. If a teacher finds that a student's work has been plagiarised, the school will impose very serious sanctions upon the student.

The **examination board regulations** state that:

- The work which you submit for assessment must be your own
- You must not copy from someone else or allow another candidate to copy from you
- Referencing - If you use the same wording as in a published source, you must place quotation marks around the passage and state where it came from. This is called referencing
- You must make sure that you give detailed references for everything in your work that is not in your own words

**If your work is submitted** and it is discovered that you have broken the regulations one of the following penalties will be applied (decision will be made by the examination board):

- The piece of work will be awarded zero marks
- You will be disqualified from that unit for that examination series
- You will be disqualified from the whole subject for that examination series
- You will be disqualified from all subjects and barred from entering again for a period of time.

Do not think you will not be caught; it is easy for markers (and your teachers) to spot plagiarism. Markers can spot changes in style and use of language. Markers are highly experienced and familiar with work on the topic they mark – they will no doubt have read the very same sources you have used! Internet search engines and computer software can match phrases or pieces of text with original sources.

## **Sixth Form Dress Code**

The dress code for all Sixth Form students is based on smart business wear. Sixth Form students are very important role models for our younger students, and it is an expectation that all students are smartly dressed. If a student's appearance is not acceptable, he/she will be required to go home to change.

The core characteristics of our dress code are smart and formal. Items of casual clothing, even smart casual, are not smart enough.

Students may choose to wear:

- Smart, formal suit with shirt and tie
  - *Students based at Carre's are required to wear the Carre's Grammar School tie*
- Smart, formal jacket, skirt/trousers and blouse/top
- Smart, formal jacket and dress
- Smart, formal footwear
- In colder weather, a smart jumper or cardigan may be worn under the jacket, but not instead of.
- If a coat is worn, it is as well as, not instead of, the jacket.
- The SJSF purple lanyard, provided by the base school, must be worn at all times.

Further Guidance

- In the case of skirts/dresses, the length must be at least mid-thigh at all times
- In the case of blouses/tops, no strappy tops, sheer fabric or bare midriffs are allowed
- Clothing should not have logos or slogans
- Appropriate smart shoes should be worn. Shoes with excessively high heels, trainers, canvas shoes, open-toe footwear and other casual footwear should not be worn.
- Students are allowed to wear subtle jewellery. Facial piercings, with the exception of one small nose stud, are not permitted.
- Tattoos should not be visible and hair should show no extremes of style/fashion; if dyed, it should reflect a natural colour
- If a student loses their lanyard, the base school will replace it the first time. Any further replacements will be charged for.

The Head of Sixth Form or Headteacher reserves the right to make a decision about the suitability of a student's dress. Students may be sent home if their dress is considered unsuitable.

## Discipline Procedure

The Sixth Form Discipline Procedure is based on the system used in the workplace. It is a four-part system. Students should be aware that the vast majority of our Sixth Form students complete the two years without being placed on the Discipline Code. However, students should also realise that failure to meet the expectations that we have for Sixth Form students regarding attendance, work ethic, behaviour, dress code and effort will result in the Discipline Procedure being used.

**Stage 1.** An official verbal warning will be given by the Head of Sixth Form, Mr Smith. A letter will be sent home to explain that a verbal warning has been issued.

**Stage 2.** A written warning will be given by the Head of Sixth Form, Mr Smith. A copy of the written warning will be sent home.

**Stage 3.** A written warning will be given by the Headteacher, Mr Law. A copy of the warning will be sent home.

**Stage 4.** Headteacher's review. A review of the student's place within the Sixth Form will be conducted. Parents/carers and student will attend review meeting.

## The Independent Learner

In the Sixth Form it is essential that you move away from the idea that '*homework*', set by the teacher, is the only work to be done out of lessons. Independent learning means so much more than simply doing your homework. You have five hours of taught lessons for each subject each week. It is important that you understand that this is insufficient time to cover and review everything in the classroom. The work you put in outside the classroom, keeping up to date with notes, reviewing and learning your work as you progress through the course will be reflected in your final results.

There is considerable evidence to show that effective use of independent study time in school is a key factor to success. We are very fortunate to have such excellent facilities available to our students to use for independent study.

## Supervised Study

Year 12 students will be allocated time on their timetable for **supervised private study** in Room 44. Registers will be taken to check attendance. Some students can seek permission from the Head of Year to work in a subject area, for example, the DT rooms. Students can, with recommendation from their subject teacher, also study at KSHS or SGA but must remember to have this authorised by the Head of Year and sign out of school and indicate where they will be studying. **The Sixth Form workrooms are both quiet study areas and students are only allowed to eat in the Conservatory during morning break and lunchtime**

## **Home Study**

Applications for Year 13 students can be made in October after the first set of tracking grades. Home study is a privilege to be used for study. A parent/carer must agree to home study before it can be granted. Your attendance at lessons and morning registration, academic progress record, official 'cause for concern' record, effort and attitude towards study will all be used to determine whether your application for home study is successful. You will need to be tracking in line with your ALPS predictions and all effort grades must be 1\*, 1 or 2.

## **Senior Prefect Team**

Head Boy	Angus Taylor
Head Girl	Meera Hall
Deputy Head Boy	Lucas Burnett
Deputy Head Boy	Joshua Mee
Deputy Head Girl	Sophie Malkin
Deputy Head Girl	Amelia Shaw

## **Leadership Roles**

### **How to apply to become an Assistant Prefect in Year 12**

Assistant Prefects play a vital role in the school community. If you are successful in your application to become an Assistant Prefect, you will be part of the team involved in school duties on one day of the week at break and lunch. All Assistant Prefects are allocated to a KS3, or occasionally a KS4, form to act as student mentors in order to help and support younger students. Assistant Prefects are subject mentors and help students at lunchtime with their work. Assistant Prefects also have the opportunity to be involved in Open Days, and other school events. They often lead guided tours around the school for prospective students and their parents.

In order to apply for a position on the Senior Prefect Team, for example Head Boy or Head Girl, it is necessary to have taken on the role of Assistant Prefect in Year 12. To find out more about the work done by Assistant Prefects talk to one of the Year 13 Senior Prefect Team.

Application for a position on the Senior Prefect Team is by letter in the first half term.

## Enrichment

All Year 12 students are expected to be involved in an enrichment activity across the RCT on Wednesday afternoon. Students can choose from the following and must book an activity for a full term.

### Week 1

Period 4		Period 5		
Option	Carre's	KSHS	Carre's	KSHS
Cookery		X		X
Personal Finance Qualification	X		X	
Maths (mathematics to support other subjects/entrance exams)		X		
Online courses (MOOC) in any area		X		X
Debate Club		X		
Extended Project	X		X	
Website development using HTML, CSS and JavaScript		X		
Studio Exercise classes (aerobic, boxercise, circuits)		X		
Racket sports (tennis, table tennis, badminton)		X		X
Gym	X		X	
Social Football	X		X	
Football	X		X	
Rugby	X		X	
Netball	X		X	
Work Experience				
Volunteering				

### Week 2

Period 4		Period 5		
Option	Carre's	KSHS	Carre's	KSHS
<b>Personal/Academic Options</b>				
Cookery		X		X
Personal Finance Qualification	X		X	
Maths (mathematics to support other subjects/entrance exams)		X		
Online courses (MOOC) in any area		X		X
Book Club		X		
Extended Project		X		X
<b>Recreational Sport and Physical Fitness Options</b>				
Studio Exercise classes (aerobic, boxercise, circuits)		X		
Racket sports (tennis, table tennis, badminton)		X		X
Gym	X		X	
Social Football	X		X	
<b>Competitive Sport Options</b>				
Football	X		X	
Rugby	X		X	
Netball	X		X	
<b>Volunteering Options</b>				
Work Experience				
Volunteering				

All students will be registered for their chosen enrichment activity and any absences will be reported to Mrs Phoenix.

If you wish to change your activity during the term, please see Mr Rooney or Mrs Phoenix. If students are intending to go off site to volunteer, they must have parental permission and have completed all relevant H&S/Work Experience documents. They must also inform:

- Mr Scholefield and Mr Rooney (Carre's)
- Mrs Hunter (KSHS)

## Part-Time Work

This should be kept to a minimum, as extensive research has provided evidence that more than 8 hours per week of paid work has a detrimental effect on student's progress and final results. It is advisable to drop part-time work altogether, if possible, on the approach to examinations. The Sixth Form programme is very busy and students will soon find themselves fully occupied and struggling with deadlines should they fail to devote the appropriate time to their studies.

## Higher Education, Apprenticeships and Employment

It is never too early to start planning your future career. Your two years in the Sixth Form will pass remarkably quickly and it is important that you consider all the options open to you. Students who have some idea of their future plans are often more successful because they know the qualifications that they will need and are focussed in making sure that they achieve them.

Carre's website has a Tab to careers information with links to a great variety of very useful websites including: <http://www.sleafordjsf.org/students/weblinks>

The Sixth Form Planner/Diary also includes a list of Websites and books that students should use to help them prepare for Higher Education or employment.

Whichever pathway you choose to follow you will need to produce a 'personal statement', and in some cases, a CV in support of your application. You will also need a reference from the school. Making the most of all opportunities available to you in Year 12, both academic and extra-curricular, will help to ensure that you have a full and interesting personal statement and a strong reference.

### The Personal Statement

Your Sixth Form planner/diary, issued to all Sixth Form students at the start of the academic year, has lots of hints and tips on how to set out a personal statement. More information on personal statements is the student planner (page 150). A personal statement is all about your accomplishments; Admissions tutors at university and employers are looking for **specific evidence/examples/activities** that you have been involved in that demonstrate some of the following qualities:

- Commitment and excellent work ethic
- Genuine academic interest
- Enthusiasm
- Curiosity
- Self motivation
- Originality
- Leadership skills and initiative
- Team work and communication skills
- Relevant work experience

### School reference

The reference is written by your tutor, Head of Year 12 and Head of Sixth Form. Much of the reference will be based upon subject comments made by your subject teachers in your Year 12 report at the end of the year. The reference will include comments on the following aspects:

- Attitude to study, level of commitment and effort, level of independent learning, potential for study at university level or potential for employment, evidence of interest/passion in your chosen subject or career, relevant work experience, written and oral communication skills, evidence of teamwork, practical dexterity, extra-curricular and school involvement, attendance and punctuality.

## Research University Courses

Unifrog is essential as a starting point for all career, apprenticeship and university research. There's a number of resources in the upstairs workroom, conservatory and LRC. Make sure you make the most of this site from the start of Year 12. Other useful resources include:

- <https://www.ucas.com/students>.
- 'Times Good University Guide'
- University prospectuses.
- [www.unistats.com](http://www.unistats.com) .
- Brian Heap's 'Degree Course Offers'.
- Brian Heap's 'Choosing Your Degree Course and University'

### UCAS tariff for AS and A Level and BTEC

New Tariff points	AS level	A level	Extended Project Qualification	BTEC Extended Diploma	BTEC Diploma	BTEC Subsidiary Diploma	BTEC Certificate
168				D*D*D*			
160				D*D*D			
152				D*DD			
144				DDD			
128				DDM			
112				DMM	D*D*		
104					D*D		
96				MMM	DD		
80				MMP	DM		
64				MPP	MM		
56		A*				D*	
48		A		PPP	MP	D	
40		B					
32		C			PP	M	
28			A*				D*
24		D	A				D
20	A		B				
16	B	E	C			P	M
12	C		D				
10	D						
8			E				P
6	E						

### A\* at A Level

The A\* at A Level is awarded to candidates who achieve a grade A on the A Level overall (80%), and who **also** achieve at least 90% on the uniform mark scale (UMS) across their units.

Extended Project Qualification counts as half an A-Level therefore it can be awarded an A\*, 70 UCAS points. The EPQ might not be included in your offer from a university but if you do well in EPQ some universities will give a student a lower offer.

## **Admissions test**

Some universities and colleges require you to pass an admissions test as well as standard qualifications. **Oxford and Cambridge** universities now have admissions tests for many of their courses. Please check the university website for full details of these tests.

The details for some of these tests are provided below. Visit the websites below (links are on the UCAS website - <https://www.ucas.com/ucas/undergraduate/getting-started/entry-requirements/admissions-tests>) to find out which universities and colleges are using the test.

A few examples of admissions tests:

- Biomedical Admissions Test (BMAT) for entry to some medicine and veterinary schools.
- UK Clinical Aptitude Test (UCAT) for entry to most medical and dental schools.
- English Literature Admissions Test (ELAT) for entry to English courses at the University of Oxford.
- History Aptitude Test (HAT) for entry to Modern History and a joint honors degrees involving Modern History at the University of Oxford.
- The National Admissions Test for Law (LNAT) for entry to some universities for Law.
- Modern and Medieval Languages Test (MML) for entry to Modern and Medieval Languages at the University of Cambridge.
- Sixth Term Examination Papers (STEP) for entry to Mathematics at the University of Cambridge and some Engineering courses at Cambridge and in some cases for Mathematics at Warwick.

## Mental Health and Wellbeing



In the same way that we have physical health, we all have mental health and need to look after it, throughout our lives. Mental health and wellbeing are about how we think and feel. It is about being able to enjoy life and cope well with life's challenges. Our mental health and wellbeing can be affected by various events in our life, e.g. exam stress, physical illness or family/friendship break-ups, as well as mental illnesses such as depression or anxiety.

It is normal to have happy feelings when something good happens, or feelings of anger and sadness if something bad happens. It is very common to feel scared or anxious if something is worrying us. Part of maintaining good mental health is being aware of the differences between normal emotions and feelings that you may need extra support with.

### Mental Health Ambassadors/First Aiders

We now have a number of staff and Sixth Form students who are trained Mental Health First Aiders. We have a strong sense of community in the Sixth Form, and throughout the school, where we endeavour for students to be able to access any support that is needed and to look out for one another.

### Where to get help

There is always help out there! You are not alone. Finding the right help and support is key to successfully managing your mental health.

In school: Each school has their own staff who can help you cope with managing your workload or dealing with emotional issues. Try talking to your form tutor, Head of Year or other pastoral staff. Librarians can also be helpful by showing you some books that may contain helpful information.

Outside of school: Family members may be able to help, or your Doctor can refer you to CAMHS (child and adolescent mental health services) – or Adult Services if you are over 18.

[www.kooth.com](http://www.kooth.com) is an online help and counselling service.

[www.lpft.nhs.uk/steps2change](http://www.lpft.nhs.uk/steps2change) is where you can request NHS counselling in Lincolnshire by self-referring.

The Samaritans are available to talk 24/7 by calling the free helpline number: 116-123. Or email [jo@samaritans.org](mailto:jo@samaritans.org) Their website is [www.samaritans.org/](http://www.samaritans.org/)

## SIXTH FORM KEY DATES 2022-23

	DATE	EVENT
TERM 1	Wednesday 6 September	First day of Term 1 for Year 12 & 13
	Thursday 7 September	All students return
	Wednesday 14 September	Year 12 Information Evening
	Saturday 15 October	Year 13 UCAS deadline Oxbridge, Medicine, Veterinary Medicine
	Wednesday 19 October	Sleaford Joint Sixth Form Open Evening
	Thursday 20 October	Tracking Grade 1 issued to Year 12 students and parents/carers
	Thursday 20 October	Term 1 ends
TERM 2	Monday 31 October	First day of Term 2
	w/c 31 October	Year 13 Internal Examinations
	Friday 4 November	Tracking Grade 1 issued to Year 13 students and parents/carers
	w/c 7 & 14 November	Year 12 Formal Assessment Week
	Wednesday 23 November	Year 13 Parent Evening
	Wednesday 14 December	Senior Prize giving evening event
	Friday 16 December	Tracking Grade 2 issued to Year 12 students and parents/carers
	Friday 16 December	Term 2 ends
TERM 3	Wednesday 4 January	First day of Term 3
	Wednesday 4 January	Year 12 Parent Evening
	Friday 6 January	Tracking Grade 2 issued to Year 13 students and parents/carers
	Wednesday 25 January	Year 13 UCAS official deadline for submission of application
	6 -10 February	Year 13 Internal Examinations. Week 1
	Friday 10 February	Term 3 ends
TERM 4	Monday 20 February	First day of Term 4
	20 – 24 February	Year 13 Internal Examinations. Week 2
	Friday 17 March	Tracking Grade 3 issued to Year 12 students and posted to parents/carers
	Friday 24 March	Tracking Grade 3 and internal examination results issued to Year 13 students and posted to parents/carers
	Friday 31 March	Term 4 ends
TERM 5	Monday 17 April	First day of Term 5
	27 – 28 April	Year 12 Internal Examinations
	Friday 19 May	Tracking Grade 4 and internal examination results issued to Year 12 students and parents/carers
	Friday 26 May	Term 5 ends
TERM 6	Monday 5 June	First day of Term 6.
	Friday 9 June	Year 12 Reports issued to students and parents/carers
	Thursday 15 June	University application information evening for parents and students of Year 12.
	Friday 7 July - TBC	SJSF Year 12 Post-18 Visit Day
	26 – 27 June	Year 12 Internal Examinations
	Friday 14 July	Year 12 examination results issued to students and parents/carers
	17-21 July	All Year 12 students on Work Experience placements
	Friday 21 July	Term 6 ends
	Thursday 17 August	A level examination results released to students