

Bishop's Hatfield Sixth Form



PARENT HANDBOOK

2022-2023



PLEASE READ CAREFULLY AND KEEP FOR FUTURE REFERENCE

Dear Parents/Carers

Welcome to the Bishop's Hatfield Sixth Form! The purpose of these notes is to give you the essential information you need about how things will be organised during your child's time in the Sixth Form. Please keep this document for reference throughout the year.

STUDENT ATTENDANCE AND PUNCTUALITY

- If morning lessons are at an establishment other than Bishop's, your child should go there directly where attendance will be registered.
- On other mornings your child should come to Bishop's for lessons in the normal way.
- Your child must arrive on time for every lesson.
- On Friday mornings students should register at Bishop's by 8.30am
- Holidays should **not** be taken in term time.
- The schools have activities during the academic year that may mean students requiring permission to be absent from a lesson. In such an event, students should inform their subject teachers at the earliest opportunity and request permission to be absent and complete the KNOWN ABSENCE FORM.
- Any unforeseen absence must be reported on **the day of absence by text or telephone** to Mrs Clayden.
- After any absence, your child should check with subject staff and catch up on any missed work.
- All registers will be taken on the Consortium Progresso website.
- ID badges must be worn at all times. If your child has lost their ID badge they will have to pay £3 for a new badge from reception.

STAFF ABSENCE

- If for any reason a teacher is unable to teach a class, work will be set.

PRIVATE STUDY

- Students will normally have home study during their private study time
- Students unable to return home may study in the designated areas at their home site.

EXAMINATIONS AND COURSEWORK

- Dates for exam entry forms to be completed at the home site are shown on the consortium calendar.
- Entry forms must be signed and agreed by teachers for each subject.
- Students are responsible for ensuring that their exam entry and coursework deadlines are met.

MOBILE PHONES

- Mobile phones must be turned off during lessons and used according to the school site policy.

PAID EMPLOYMENT

- We advise spending no more than 12 hours per week in employment. This should not be during school hours and should not impact any aspect of a student's education or school commitments.

BEHAVIOUR

- Please familiarise yourself with the Sixth Form Actions & Consequences Document (Appendix A).

STUDENT CONCERNS

- If you have any concern in connection with your child's subjects, you should initially discuss this with the subject teacher. If this concern is not resolved, you should refer to the Head of Sixth Form.
- Any other concerns you have should be referred to the student's personal tutor and/or Mrs James.

DRESS CODE

Appearance is an important element for students working with the Consortium, and students are expected to dress appropriately for a working environment. Our dress code can be found in Appendix C. **Any student who breaches the school dress code can expect to be asked to change or will be isolated in the Sixth Form Study Area.**

STUDENT MONITORING AND REVIEW: Course changes

- If your child wishes to make a subject course amendment, a form must be filled in and approved by both your child's A Level/BTEC teacher and Mrs James.
- If your child proposes to discontinue their studies in any subject they must first speak to Mrs James.

STUDENT PROGRESSION (Appendix B)

- Academic progress will be monitored by the home site.
- The overall responsibility for monitoring your child's progress rests with the Personal Tutor and Mrs James.
- Progression to Year 13 is not automatic, but dependent on your child's level of achievement as well as conforming to high standards of work, attendance and behaviour (see attached criteria, Appendix B).

PLANNING

- Subject staff will supply your child with information on what will be taught during each term and what deadlines there are.
- Your child will be responsible for recording and meeting all important work deadlines.

DRIVING TO OTHER SITES

- If your child wishes to take a car or motorcycle to another establishment, they may only do so after consultation with the Head of Sixth Form there, who will explain the regulations in force with regard to parking, registration etc. There is no parking available for students except at Monk's Walk School and they will need to complete a Student Parking Notification form.

TRANSPORT

If your child is travelling to another establishment they are expected to make their own way there first thing in the morning, and to make their own way home at the end of the day.

At lunchtime, free transport will be provided.

	691		692
Onslow St Audrey's School	12:40	Ridgeway Academy	12:30
Bishop's Hatfield Girls' School	12:45	Monk's Walk School	12:40
Stanborough School	12:55	Stanborough School	12:50
Monk's Walk School	13:05	Bishop's Hatfield Girls' School	13:00
Ridgeway Academy	13:15	Onslow St Audrey's School	13:05

ROUTE A



ROUTE B

Any failure of normal service should be reported directly to the Duty Inspector at University Bus (Tel: 01707 255766)

TEACHING TIMES

The start of morning and afternoon sessions may vary from site to site. For the first few weeks students must aim to be at their teaching sites 10 mins before the start of the lesson. Individual teaching staff will confirm start and finish times with students.

SCHOOLS	MORNING	AFTERNOON
Bishop's Hatfield Girls' School	9.00 – 12.40	1.20 – 3.00
Monk's Walk School	9.05 – 12.30	1.15 – 3.20
Onslow St Audrey's School	8.40 – 12.20	1.05 – 3.05
Ridgeway Academy	8.45 – 12.00	1.30 – 3.30
Stanborough School	9 00– 12.20	2.00 – 3.30

DIRECTORY

Name of Centre	Telephone	Member of Staff in Charge
Bishop's Hatfield Girls' School	01707 275 331	Mrs E. James
Monk's Walk School	01707 322 846	Mr M Haseler
Onslow St Audrey's School	01707 264 228	Mrs Clark
Ridgeway Academy	01707 351 350	Ms S Merrigan
Stanborough School	01707 321 755	Mr M Hind

FOLDER/PORTFOLIO REQUIREMENTS (see Appendix E)

Below is a list of the minimum expected items that should be in evidence in any sixth form student's subject folder/exercise book/portfolio. Some subjects may wish to add further items to suit the specific needs of their subject. For subjects that do not use a folder or exercise book it will be necessary to create an additional 'handbook' to ensure students have all the requirements below:

1. **Subject specification/learning journey** – clearly accessible.
2. **Assessment Record Form/Grid** – Standard format provided for all subjects where students can track their graded assessments against targets. This will include target grades, mock results and a place for exam dates once they become known.
3. **Clear organisation of work** (dividers for folders or different exercise books for different modules for example).
4. **Assessed work** that is quickly and easily accessed with feedback from teachers (www and ebi).
5. **Written work** that is dated every lesson.
6. **Glossary of key terms** for any literacy based subject.
7. **A useful reading and key websites** list for any relevant subject.
8. **Evidence of folder checks** by form tutors and the sixth form pastoral team PLUS any checks carried out by departments as part of their own planning.

Sixth form students are expected to be undertaking appropriate independent work conducted outside of class hours. This can include anything relevant to your subject from news articles, completed past papers, notes from a play, annotated poems, annotated examiners' reports or additional source material on a historical context for example. This can be added to your folder in addition to the above requirements.

AND FINALLY

If your child is finding things difficult or you have a concern, don't wait. Talk to the Subject Teacher, Personal Tutor or Head of Sixth/Head of Faculty, whoever you feel is appropriate so that the problem can be solved and they can concentrate effectively on their studies.

Good luck for a successful and enjoyable year!

APPENDIX A

Category	If this behaviour occurs....	Then staff will.....	Which could result in.....
Attendance	1 lesson missed	Set work on the Google classroom or email work home to student.	
	2 lessons missed and/or 2 consecutive absences with no reason over a six week period.	Set work on the Google classroom or email work home to student. Subject staff must contact home and notify the tutor (for home site students) and HO6 th .	Subject staff emailing HO6 th who will speak to student if attendance does not improve
	3+ lessons missed with no reason over a six week period.	Set work on the Google classroom or email work home to student. Subject staff to contact HO6 th who will speak to student and contact home.	EMJ forwarding emails to appropriate HO6 th for guest students
	Persistent absence	Subject staff contact HO6th	HO6th inviting parents in. Student may be removed from course.
Punctuality	First unauthorised late in a subject	Subject teacher speaks to student in the first instance.	
	Persistent lateness in a subject	Subject staff to keep students back at break, lunch (if not catching bus) and the end of the day. Email HO6 th	Subject staff emailing HO6th who will speak to student if punctuality does not improve. EMJ forwarding emails to appropriate HO6 th for guest students
	>5% lates every half term to registration	Head of 6 th to contact home and students to attend supervised study.	Student going on punctuality report.
	Lateness to registration	Lunchtime detention.	
ID Badges	Failure to wear ID badge	ID badge: Students receive a lunchtime detention and obtain a temporary badge from reception.	EMJ contacting home or relevant HO6 th
	Scanning in for another student	After school detention	
Dress Code	Dresses inappropriately (in breach of school dress code)	Talk to student and alert HO6th.	Students to be sent home to change or they will have to work away from the school community.
Homework	Failure to submit homework	Provide a revised deadline	
	If work is still not forthcoming	Direct students to complete work in detention. For guest students email HO6 th who will forward to appropriate HO6 th at home site.	Subject staff contacting home and /or setting an after school detention.
	Persistent failure to complete homework	Subject staff to contact home. Student placed on subject report.	If a pattern emerges across subjects student will be placed on full Sixth Form Report.

ACTIONS AND CONSEQUENCES

Category	If this behaviour occurs....	Then staff will.....	Which could result in.....
Classwork	Failure to complete adequate work of an appropriate standard in a lesson	Direct students complete work in detention. For guest students email HO6th who will forward to appropriate HO6th at home site.	
	Persistent failure to complete adequate work in a lesson	Discuss with CL, complete a cause for concern form and contact home. Student placed on subject report.	CL and subject staff meeting with student
Respect for school community	Disrespect shown to staff or other students at any time in any form.	Subject staff to speak to student concerned, complete BHGS Record Form and pass directly to the HO6 th .	Subject Staff ask the student to leave the lesson and complete Cause for Concern form. SLT/ HO6 th may take further appropriate sanctions.
Respect for the environment	Disrespect shown for the school environment.	Speak to student concerned, complete BHGS Record Form and pass directly to the HO6 th	Subject Staff ask the student to leave the lesson. SLT/ HO6 th may take further appropriate sanctions.
Electronic devices (mobile phones etc)	Device used outside Sixth Form area.	Ask student to stop using device and put it away immediately.	Report any refusal to SLT/HO6th which could result in the confiscation of the item until the end of that morning or afternoon session if a visiting student. If a home student- confiscate for 2 days.
	Device going off/used in a lesson without permission.	Ask student to stop using and turn off device. Subject staff may confiscate until the end of the lesson.	Staff reporting any refusal or persistent occurrence to SLT/ HO6 th which could result in the confiscation of the item until the end of that morning or afternoon session if a visiting student, or the end of the day, if a home student.
Food	Student bringing food out of the canteen area.	Staff to send student back to the canteen	Any refusal to comply must be reported to HO6th
	Student bringing hot take away food into school	Student asked to eat outside school or dispose of food.	Any refusal to comply must be reported to HO6th

APPENDIX B

Progression to Year 13 (2022-2023)

Progression to Year 13 is not automatic and students will need to have demonstrated their commitment to a further year of study through a variety of criteria. The main criterion for progression within a subject area will be achievement.

It is expected that a student wishing to continue into Year 13 will meet the following criteria:

Criteria	Measures
Advanced Level Achievement	It is important for all students to be on the correct courses that can give them the best possible outcomes. Students starting Advanced Level subjects in September 2019 are expected to achieve at least a D grade in two subjects to progress to their second year. These grades will be determined through internally set end of Year 12 exams. If this standard is not met there will be a review of, and possible amendment to, that student's course provision. As part of the review, the student's attitude to work and their attendance will be considered. Any changes made to course provision will be in the best interests of the student's potential achievement; full support will be given should there be a need for a change of course or institution.
BTEC Achievement	Average a merit grade in coursework modules, complete all modules set and pass the external examination at the end of Year 12.
Attendance	Under normal circumstances an attendance figure of at least 95% would be expected of any student wishing to progress to Year 13.
Punctuality	Less than 5% late
Coursework/ homework	A record of meeting required deadlines.
Attitude	Commitment towards their studies and an attitude that contributes towards a positive learning environment, showing respect for Staff, students and the wider community.

In exceptional circumstances and in liaison with the subject teacher, schools may recommend a student to progress who has not met the criteria. Each case will be treated individually by the School.

APPENDIX C – Dress Code

BHGS Sixth Form Dress Code

Sixth Formers at BHGS have some discretion to make certain choices about their working clothes and appearance but are expected to set an example of smartness to other year groups. The Sixth Form dress code is smart office wear, preparing you not only for your studies but also for life beyond school. Below are the rules on what this includes:

- **Skirts/Dresses:** No shorter than 7.5cm above the knee. Tailored and fitted items are permitted but skin tight is not.
- **Trousers:** Smart suit style, tailored boot-cut, straight-leg or tapered trousers with zip fastening.
- **Suit** – Plain jacket/blazer with matching tailored skirt or full length trousers.
- **Tops:** Sleeveless, short or long sleeved shirts, blouses, smart t-shirts, smart/fine knitwear, blazers.
- **Shoes:** Smart flats, low-mid heel courts or smart boots. Smart sandals in summer.
- **Tights** – plain coloured, not patterned.
- **Shirt** - A long or short sleeve suit-smart shirt (tie optional)
- **Optional:** A waistcoat, smart tank top, v-neck jumper or cardigan.

- Hair should be neat, a natural colour not closely shaved or outrageous in style.
- A jacket must be worn for all formal occasions and at any time when representing the school, eg giving tours to parents.

Appropriate clothing will need to be brought into school to change into for practical subjects, eg PE, Drama, Art, Graphics etc.

Subject teachers will provide guidance on appropriate dress in practical lessons.

Not permitted

- Wearing of outdoor coats in lessons.
- Denim in any form.
- Leather skirts, jackets or trousers.
- Hoodies, hooded tops, leggings, treggings, jeggings, shorts or dungarees.
- Baggy jumpers and cardigans.
- Strappy, off the shoulder, transparent or low cut tops. Vest tops and tops that reveal midriffs are not suitable.
- Clothing with holes, studs or rips or large logos.
- Trousers with outside pockets or studs or excessively low waisted.
- Trainers, canvas shoes, flip flops, mules (backless shoes or sandals), Ugg-style, above the knee or military boots. Excessively high heels are not suitable.
- Ear piercing is permitted in school plus a single discreet nose stud. All other piercing are not permitted.
- Tattoos.
- Shaved head hairstyles.

Any student who breaches the school dress code can expect to be sent home to change.

APPENDIX D – Post 16 Safeguarding

Safeguarding you as a Post 16 student is very important to us. You have more freedom than your younger peers, and with that comes additional responsibility.

Identification

- You will be issued with an ID badge. It is compulsory for you to wear these at all times, and at all consortium schools. Students without appropriate identification could be turned away from the relevant school if recognisable identification cannot be produced.

Registration

- It is your responsibility to ensure that you register using the appropriate system for each school. This also serves as the fire register, so it is imperative that records are accurate.
- Attendance to your classes is also monitored by the class teacher.
- Fire procedures are displayed in all consortium post 16 study areas. Please make yourselves aware of these on the first visit to each school.

Movement around the consortium

- You will make your own way to and from schools at the start and end of the day.
- At lunchtime, you can make your own way to offsite lessons, or use the free consortium bus.
- The consortium bus, like all public transport, is subject to the health and safety guidelines of the relevant transport company.

(If you make your own way to offsite lessons, then you do so under the responsibility of your parents, as you do when journeying to and from school in the normal school day).

Schools operate a transparent system of shared safeguarding checking for staff across all consortium schools).

- If you have any concerns of a safeguarding nature linked to offsite schools you should speak to the school's Head of Sixth Form in the first instance, (their office is signposted in their post 16 study area), or to your Head of Sixth Form asap.
- The most up to date designated safeguarding lead for all consortium schools can be found on the front page of the individual school's website.

Life skills

- It is important to us that you receive an appropriate diet of pastoral support within our post 16 offer.
- These sessions will include guest speakers, which cover a wide range of issues including the promotion of support to avoid safeguarding issues, and to raise awareness, for our young people.
- For example, awareness of FGM, radicalisation, e-safety, mental health support systems, LGBT information, homelessness and various health and sexual health information sessions.

If you have any questions or safeguarding concerns please contact your Head of Sixth Form. If you are offsite, please contact the following:

Name of Centre	Head of Sixth
Bishop's Hatfield Girls' School	Mrs. E. James ejames@bishophatfield.herts.sch.uk
Monk's Walk School	Mr. M. Haseler mh@monkswalk.herts.sch.uk
Onslow St Audrey's School	Mrs H. Clark hclark@onslow.herts.sch.uk
Ridgeway Academy	Mrs S. Merrigan sarah.merrigan@ridgeway.herts.sch.uk
Stanborough School	Mr. M. Hind mhind@stanborough.herts.sch.uk



APPENDIX E

6th form Folder Check 2022-23

Student Name:		Tutor Group:	
Subject:		Target Grade:	



	Targets	Yes	Partly	No
1.	Specification/learning journey present			
2.	Assessment tracker included and up to date			
3.	Good organisation of work			
4.	Evidence of assessments in folder and feedback has been acted upon			
6.	Work is dated for all appropriate subjects			
7.	Glossary/key words			
8.	Reading list and key websites			

Overall assessment	Comments:
Strengths (www):	
Action needed (ebi):	

Signed:Dated: