

Sixth Form Student Handbook 2017-2018



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1. WELCOME

Dear Student,

I am delighted to be able to welcome you as a member of our sixth form and as a member of the wider academy community. The next stage of your educational journey will determine many aspects of your future, and we are committed to supporting you in achieving all that you can.

Just as there are privileges to attending the PACA sixth form, there are responsibilities. Both will enable you to develop into a more mature, responsible and confident individual. One of the key privileges is that you will be known by the staff that you work with, and if you attended in year 11, by many other members of the academy community as well. This enables us to support you in the ways that are right for you. Another privilege is that you will be taught in small classes in which your teachers will be able to identify your strengths and weaknesses and provide you with the guidance to make improvements. Our unique academies provide experiences and opportunities to connect with industry experts, and specialists in their fields. Our sporting academies provide access to outstanding facilities and resources, which we expect students to be respectful of, and to comply fully with instructions and guidance.

As a sixth form that is part of a wider academy, you have a unique role to play. You are a role model for younger students, in the way that you dress, conduct yourself around and beyond the academy and with your interactions with peers and members of staff. You are setting the standard for other students to follow. This is quite a responsibility, and one that we expect you to fulfil.

I wish you well for the coming year and look forward to working with you.

Best wishes,

Mr. Calum Watson
Head of Sixth form

2. PACA 6

Portslade Aldridge Community Academy is a learning community built on mutual respect that endeavours to realise its vision of enabling its young people to:

- Aspire to be the best they can be
- Achieve their full potential personally, academically and socially
- Develop and grow as independent, resourceful and resilient individuals
- Take personal responsibility and develop self-discipline
- Be happy at school and feel enthusiastic about their studies

Ultimately, we hope to equip them with the skills, qualifications and love of learning they will need to be successful in the world they will join as adults.

We are forward looking and value innovation as well as traditional aspects of a school-based Sixth Form.

We aim to facilitate our young people's success through:

- Provision of a curriculum that is stretching, relevant and provides each student with the opportunity to excel
- High expectations of every member of our community
- Excellent teaching, leading to the highest standards of academic excellence
- The best standards of behaviour based upon our values of mutual respect, self-discipline and self-confidence

Academic Probation – Important Information

The first two weeks of your time at college will be referred to as academic probation. You will be under close monitoring, if your behaviour is anything less than the expected standard or your attendance is less than 95% you can be asked to leave at any time.

In addition to the academy assessment cycle, there will be feedback from teachers and tutors in the first weeks of September in order to establish whether students:

- Have completed their homework to the expected standard

- Are going to be able to make the transition from level 2 to level 3 study in each subject.
- Have the correct attitude towards learning is going to enable them to be successful
- Are meeting the academy's expectations
- Attending all tutor sessions and supervised study sessions

Where there are concerns, these will be communicated to both students and their families. Targets will be set and failure to meet these may result in a student being asked to leave a course, and ultimately the academy.

KEY CONTACT INFORMATION

Academy phone number	01273 416300
Student absence line	01273 416300 (follow the recorded message for absence recording)
Mr C Watson	c.watson@paca.uk.com

2. THE ACADEMY DAY & DAILY ROUTINES

All sixth form students attend registration every day, during this time they will be completing a tutorial programme, which will prepare them for their future progression onto university, employment or apprenticeships. This is a vital and compulsory part of their learning programme.

As a sixth form student, you should enter and exit the school through the adult reception, your lanyard or ID will be checked by reception. If you do not have a lanyard or ID you will not be allowed in to the school.

The Academy Day:

Registration /Tutorial	0830 - 0850
Period 1	0850 - 1010

Period 2	1010 - 1130
Break 1	1130 - 1150
Period 3	1150 - 1310
Break 2	1310 - 1340
Dear	1340 - 1355
Period 4	1355 - 1515

Supervised Study

When students have supervised study on their timetable, it is essential that they sign in with the relevant member of staff and specify what it is they are working on. The amount of supervised study placed on a student's timetable depends on their timetable and progress. All Supervised Study sessions will take place in the Study Centre or the Library. There will be a member of staff supervising these sessions, so please ensure you have registered with them and let the staff member know what work you will be undertaking during the session.

3. DAILY STUDY EXPECTATIONS

Our underlying assumption is that we are all working towards the same goal – ensuring that students are successful and making the best possible progress all of the time. In order to support this, and the learning of all students, it is vital that:

- All timetabled lessons and tutor sessions are attended punctually.
- Behaviour and lack of preparation does not interrupt or slow the learning of others.
- All assignments are submitted by given deadlines.
- Dress code is adhered to in line with Academy policy.
- Lanyards are worn at ALL times. This is a child protection issue and a legal requirement.
- Whilst not in timetabled lessons, students are engaging in purposeful work and ensuring they are not behind in subjects.

- Students enjoy their time here at PACA6 but also take an independent and responsible attitude towards learning and their education.

Work spaces

The Sixth Form is a designated area for post-16 students. Before school and at break and lunch, students are welcome to socialise in the common areas. However, during lesson times, we ask that students use the time to study and as such have divided the areas as follows:

- **Study Centre** - This is where students can work independently. This area is exclusively for work and is where all supervised study sessions will take place. Students who have a non-contact period are encouraged to join the supervised sessions in order to work in an environment that maximises learning.
- **Café** - This area has been designated as a facility of 6th form students and staff. During quiet times, it is possible to use this as a study area as well, providing there is space for those wishing to consume food or drink.
- **The Learning Resource Centre/Library** - The LRC/library is a quiet space to undertake independent study, with resources and computers to support you. It should be noted that this is a public space as well, and students should be respectful of members of the public using the facility.
- **Common Room** - This is an area that the pupils are free to use in their breaks, the area is monitored and pupils are asked to respect the furniture as well as the study needs of other students using the room.
- **Games Room** – This area will also be open at break and lunch time. To ensure everyone can enjoy the facilities, we will set up a rota that ensure a fair split of time on pool table, table tennis table, etc. We ask that you please respect the furniture and ensure that pool cues and bats are returned at the end.

Studying is expected throughout non-contact periods. Socialising is to be limited to break and lunchtime. Only by using their time properly can students keep on top of their work load and be as successful as they should be.

If you are finding it difficult to keep on top of your work or you are finding the level of study expected too difficult, it is essential that you discuss this with a member of staff.

4. CURRICULUM AND STUDY EXPECTATIONS

Curriculum

To be a full-time student at PACA Sixth Form you need to be studying courses that give you a minimum equivalent of 3 A Levels.

Your courses will have been worked out with you based on your wishes and suitability for study. Final decisions about your courses for the upcoming year will be made after your summer examination results come in.

The last date to change any course is Friday 29th September.

Study Expectations

You will have timetabled periods for each subject. Ideally, you should expect to spend an equivalent amount of time on each subject as independent study.

Some of this will be directed by your teacher as coursework tasks or homework. You should make up the rest of the time with revision or research. You may find that forming a study group with some of your classmates and using the café as a study area is effective. The LRC is also a quiet environment to work in and is available to you at all times. After asking you, the students, for ways that we can improve the PACA sixth form we have created a study room as well as a common room.

Top Tip for Success

When you get your timetable, write in any commitments you have, such as in-class support or sport training. You should then allocate your non-lesson times and free time to your subjects, ensuring that you allocate an adequate amount of time to each subject. You may also want to timetable in leadership activities or UCAS preparation.

Sticking to this timetable throughout the year will ensure that you are prepared for any examinations or deadlines rather than rushing to finish everything or cram your notes in at the last minute.

Tracking

Your teachers will report on your progress at interim points in the year. This will take the form of a 'current grade'. Information will also be given about reasons why you may not be meeting your target grade if that is the case.

5. BEHAVIOUR POLICY

A student may receive a behaviour sanction for a number of reasons:

- Disruption of learning in lessons or common study areas during lesson periods;
- Disrespectful behaviour towards another student or member of staff;
- Damage to academy property;
- Damage to property belonging to another student or a member of staff;
- Behaviour which could be construed as presenting the academy in a negative light, including but not limited to behaviour in and around academy grounds and use of social networks;
- Continued disregard of PACA Sixth Form dress code;
- Inappropriate use of academy facilities.

The issuing of a behaviour sanction is at the discretion of the Head of Sixth Form. Behaviour sanctions will be administered by the Head of Sixth Form. All behaviour sanctions will be recorded on the student's school record.

The procedure is outlined below. However, stages of this can be skipped if the behaviour is deemed serious enough, or disruptive enough to their learning or others.

Procedure:

First Offence: Student receives a verbal warning and a copy of the behaviour policy.



Second Offence: A written warning is issued and sent home to parents; the written warning explains the subsequent stages of the behaviour policy.



Third Offence: Student is only allowed on site for timetabled lessons; parents are contacted by phone to inform them of this decision, and a letter is sent home.



Fourth Offence: Student is sent home immediately and parent is contacted by phone; parent must attend meeting to sign behaviour contract; student will not be allowed in the academy until this meeting has happened.

- All actions agreed will be recorded and a copy given to parents.



Fifth Offence: A further behaviour sanction will be construed as breaking the behaviour contract; student will be asked to leave the academy site immediately; parent will be

Sanctions for Truancy

If a student purposefully misses a lesson, there are sanctions in place that will come into effect as a result of this. These sanctions will apply when a student:

- Leaves the academy building when they should be in a lesson
- Does not attend a lesson, but is still on the academy site
- Signs out using a false time. Student are in college until 1:15pm unless told specifically
- Misses a supervised study session
- Cannot provide a satisfactory excuse for their absence

The Process

If a student does any of the above, the process is the following:

First Offence: Student receives notification that they have truanted a lesson. Non-contact periods are taken away from timetable for one week. Students will stay until 3:15pm or when all work is satisfactorily caught up on, whichever comes first.



Second Offence: A written warning is issued and sent home to parents; parents are asked to come into academy for a meeting with head of sixth form. The above process is repeated for another week.



Third Offence: Student is only allowed on site for timetabled lessons; parents are contacted by phone to inform them of this decision, and a letter is sent home.



Fourth Offence: Student will be asked to leave the academy site immediately; parent will be contacted by phone to be informed that the contract has been broken; student will be removed from roll at the academy.

6. Study Leave

Experience has proved that students achieve better results when they continue to attend lessons up to the date of the examination.

A2 courses: Classes continue until the final examination in that specific subject. Once all examinations for a subject have been completed, students no longer need to attend lessons for that subject.

BTEC subjects: As non-examination subjects, students continue to attend classes until the end of term in Year 12 or until all units have been signed off as reaching target grade in year 13.

7. ATTENDANCE

Attendance will be closely monitored by tutors, subject teachers, Head of 6th Form and the Director of Education 14-19. Close scrutiny is taken of student's attendance and punctuality, and reported immediately. You should ensure that your overall attendance remains at a minimum of 95% to ensure that you make maximum progress.

Planned Absence: Interviews/Hospital Appointments etc.

As a full time student, it is essential that routine doctor and dental appointments are scheduled outside of lesson times. Driving lessons are also not permitted during the academy day. This is also true of work shifts and job interviews.

If you have a planned absence, you must see your subject teachers before the absence to ensure that you are able to complete the missed work before subsequent lessons.

Unplanned Absence: Illness/Emergency

If you are ill or there is an emergency which means you will be late to sixth form or absent, you should contact the Sixth Form directly. You can do this by telephone or by email.

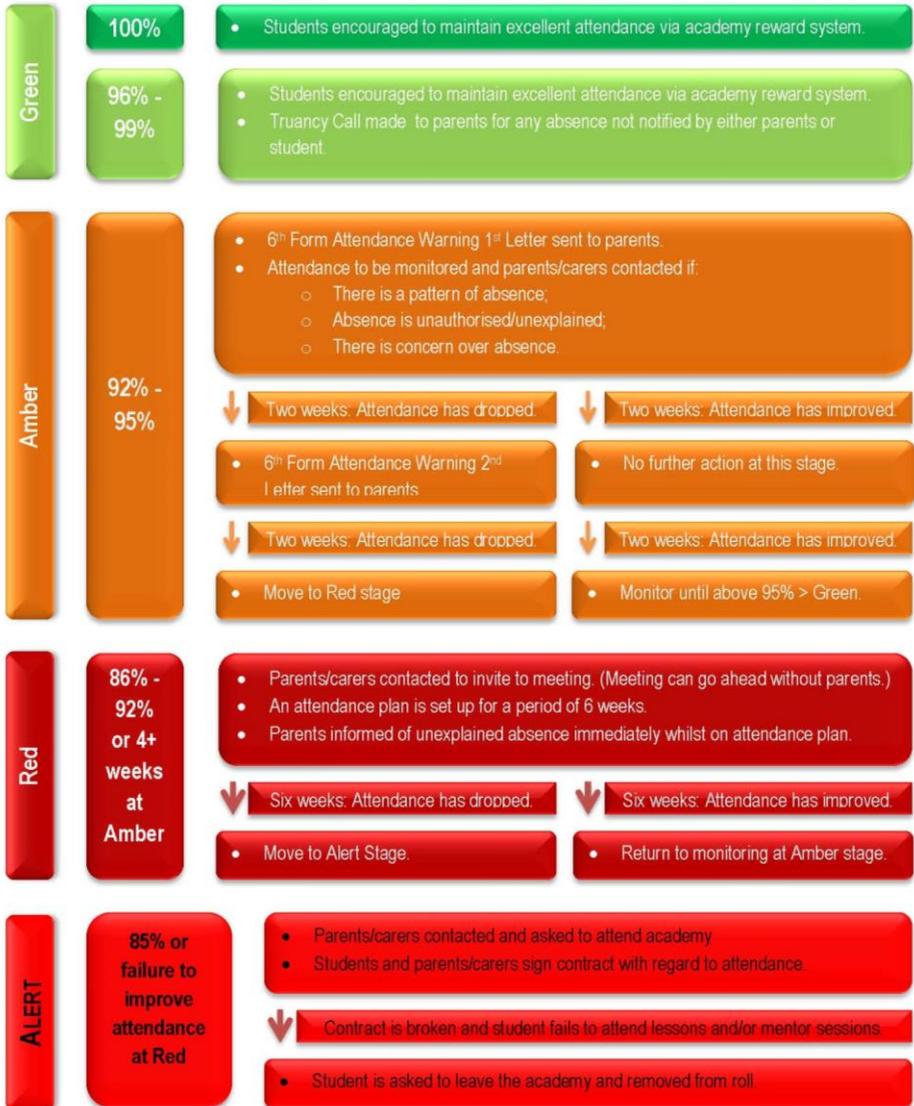
Direct line: 01273 416300 (There is a voicemail facility)

Email: Studentservice@paca.uk.com

You must make contact on each day of your absence. If your absence is prolonged and therefore has an impact on your study, evidence of contact with a doctor should be provided to Mr Watson.

Wherever possible, you should make contact with your teacher if you miss a lesson. All teachers are contactable by email. They will be able to send you work so that you are up to date when you return. All emails are given on the contact details page. If you are unable to contact your teacher on your day of absence, you should do so immediately when you return.

8. ATTENDANCE POLICY



9. SIXTH FORM DRESS CODE

Our expectations are that students will present themselves in smart casual attire that is modest and appropriate for a professional working environment. In certain circumstances for particular subjects you will be required to conform to health and safety requirements when working in particular settings such as science labs. Clear instructions and guidance will be issued in these cases.

In line with our staff policy footwear must be practical, and no open toe shoes such as flip flops are permitted. We would expect our learners to determine what a professional and acceptable appearance is, but we may challenge certain items if they are felt to be inappropriate, not in keeping with our dress code, and represent unconventional extremes.

In all cases the principal remains the final arbitrator in any uncertainty.

10. APPLYING TO UNIVERSITY

All students are required to prepare personal statements as these will support university or employment applications.

A personal statement workshop will be held in the summer term of year 12 and the first draft is expected to be completed over the summer holidays. Several re-drafts of the personal statement is to be expected.

UCAS

UCAS is the system through which you apply for university. Each grade you achieve will carry a value in UCAS points. Universities will ask for either certain grades or a certain number of UCAS points to get onto their courses.

Year 12: You will start thinking about university applications in the spring term. You will attend a Higher Education fair and have access to support from University of Brighton, and University of Sussex Widening Participation team in identifying suitable courses and starting your applications. You will then register for UCAS in the summer term. You should start attending Open Days during year 12 to give the maximum amount of information possible. You should also be collecting 'experiences' such as leadership and work experience or volunteering to set you apart from other applicants.

Year 13: You will have already registered for UCAS in Year 12. If you have not already done so, but think that you would like to apply for university you must speak to Mr Watson.

11. BOOSTING YOUR CV/PERSONAL STATEMENT

Widening Participation:

We are partnered with our three local universities: Chichester, Brighton and Sussex. If you sign up for First Generation Scholar (dependent on eligibility) with Sussex and Compact Plus with Brighton, you may be eligible for special consideration with offers and will receive information about university applications.

Summer schools:

Opportunities will be made available to participate in various workshops, summer schools or volunteering. We would strongly recommend that students consider using this time productively, adding to their bank of experience and knowledge.

12. NON-UNIVERSITY LEAVERS

We appreciate that university may not be for everybody. We would urge you to take advantage of the free information given about university so that you can make a fully informed decision.

If you decide that university is not the route for you, we will give you support in deciding your options after Sixth Form. Year 13 students who have not applied to university will be invited to a careers session in March. Here they will be given support in developing their CV and writing application letters. Students will also be shown where to access information about apprenticeships, non-university courses and jobs.

Throughout the year, we receive information about jobs and apprenticeships. These will be advertised within the Sixth Form. If you have a specific career goal in mind or have some ideas about areas you would like to go into, let us know so that we can direct opportunities linked to those goals towards you.

Leaving the Sixth Form early

If for any reason you choose to leave PACA6 before completion of your course, e.g. to begin an apprenticeship or to seek employment, we need written confirmation from your parent/carer that details exactly where you will be going and the reasons for taking this decision. Before a student leaves, a final conversation with Mr Watson takes place to ensure all the necessary procedures have been followed.

13. BOOSTING YOUR PERSONAL STATEMENT / REFERENCE / EMPLOYABILITY

Whatever your long-term plans are, we would urge you to get as involved in the life of the academy as possible.

In addition to your lessons and enrichment activity, you should consider getting involved in one of the following:

- Volunteering to work in the classroom to support students in your favourite subject
- Take up a musical instrument
- Co-coach an academy sports team
- Apply to be a 6th form representative
- Get involved in leading your tutor group
- See your tutor for ways in which you can develop your leadership experience
- Join an after school club
- Run an after school club, or offer to run an activity during Enrichment
- Seek out opportunities for work placements

14. Drop Everything And Read (DEAR)

At PACA we are passionate about reading. We recognise that young people who regularly read for pleasure develop more sophisticated reading skills than those who do not, and these skills improve academic performance and life chances. We also recognise how engaging with a great story is a vital part of human experience and intrinsic to our cultural entitlement. It is through words and stories that we make sense of the world that we are born into and also how we engage with the worlds of others.

Drop Everything and Read (DEAR) allows students to find time to indulge in reading every day. At 1340, each day, all members of the PACA community drop everything and read. From Year 7 to sixth form; from the site team to the principal, we have no excuses, no higher priorities, we read.

It is our expectation that, alongside the minimum requirement of a pen, a pencil and a ruler, students will always have a reading book with them. PACA's library is open before and after school, as well as at break and lunch time. Students are expected to change their books in their own time. DEAR time is not about going to the library to change a book; it is dedicated reading time.

15. FOLDERS

Folders are essential at Key Stage 5. The step up in academic rigour alongside the expectation to work independently means that students need to keep detailed notes from each lesson and ensure their notes and any subsequent work is stored and filed in a methodical and orderly manner. Every academic subject requires a folder without question; the suggestion is that you have a folder for each new unit within a subject, so three per year is likely.

The academic subjects this applies to are: Vocational subjects that may need a folder:

English Literature
History
Psychology
Maths
Biology
Chemistry
Physics
PE
Art
Photography
Textiles

Business
Media
ICT
Travel and Tourism
Entrepreneurship
Sport

Lockers

We have many lockers available for use. Students are required to bring their own padlock and they can have use of the locker for free. The lockers are ideal for keeping folders in, students should utilise them to ensure they have their work available to them should they require it during a lesson. The nature of a level learning is that it requires a holistic approach and so work that is covered much earlier in the year may have to be recalled instantly when addressing a new topic. Creating a folder that uses dividers, labelling and colour coded filing is instantly the best revision aid you can create, the

spot-checking of folders will happen regularly from the sixth form team, so please ensure that it is up to date and in order.

...And finally! Welcome to PACA6! We are thrilled to have you here and just want to remind you that all of the measures outlined in this document are here to assist you in making maximum progress as you continue on your life and career path after PACA. We will work hard BUT we will also have fun along the way.

I wish you all the very best.

Mr Calum Watson