

MOORLAND SCHOOL

SIXTH FORM STUDENT HANDBOOK



GENERAL INFORMATION

Welcome to The Sixth Form at Moorland School. This Handbook aims to provide you with all the necessary information you need to make your time in the Sixth Form productive and enjoyable.

KEY PEOPLE

Head Teacher	J Harrison	jharrison@moorlandschool.co.uk
Head of Sixth Form	D Bootle	07411626333 dbootle@moorlandschool.co.uk
Assistant Principal	D Frost	dfrost@moorlandschool.co.uk
Main office	L Kellow	01200 423833 lkellow@moorlandschool.co.uk
General Enquiries	-	sixthform@moorlandschool.co.uk

We welcome contact from parents/carers and consider a mutually supportive relationship crucial to a students' academic and personal development. Please use the email addresses and telephone numbers above to direct any queries you might have.

SUPPORT AND GUIDANCE

The Head of Sixth Form will act as Form Tutor, and will usually be a student's first point of contact. They will be an essential resource in developing the student's general study skills and habits and in monitoring progress.

Students have access to an independent and sympathetic ear in Rev Andy Froud via telephone (07969576691) or email (andyfroud@gmail.com).

THE ACADEMIC DAY

8.50 – 9.00	Morning Registration
9.00 – 10.00	Period 1
10.00 – 11.00	Period 2
11.00 – 11.20	Break
11.20 – 12.20	Period 3
12.20 – 13.10	Period 4
13.10 – 14.00	Lunch
14.00 – 15.00	Period 5
15.00 – 16.00	Period 6

OUR VISION

To become a world-class school in which standards of achievement are outstanding for all students and in which all individuals benefit from being part of an inspiring, supportive and dynamic learning community that achieves excellence for all.

Respect

For ourselves, our community and our environment, demonstrating kindness and promoting equality.

Excellence

Aiming high, being ambitious and striving for excellence for all.

Adventure

Being enterprising, creative and thinking independently.

Commitment

Demonstrating resilience and not giving up however challenging the endeavour.

Honesty

Having the courage and integrity to be honest both with others and ourselves.



“However difficult life may seem, there is always something you can do and succeed at.”

STEPHEN HAWKING

Theoretical Physicist

OUR EXPECTATIONS – PARENTS

- Support learning at home.
- Support the school rules.
- Ensure students come to school every day, on time, ready for learning.
- Approach the school early with problems and work with staff to resolve them.
- Support the school through participation in school events and attendance at Parents Evenings
- To support good communication between home and school.

Successful Moorland Sixth Form Students:

- Show each other respect
- Focus on success and enjoy doing well
- Work well with others both in lessons and in outside study
- Understand and use school support mechanisms when necessary
- Have positive relationships with staff
- Enjoy school and have a sense of shared values with the school
- Conform to school expectations
- Take an active part in lessons
- Read around and ahead of the classes to make the most of lessons
- Seek advice and support
- Constantly review learning
- Subscribe to subject journals and actively use resources eg. Revision guides
- Use the media (papers, internet etc) to keep abreast of current affairs related to the courses
- Complete revision notes, glossaries of key terms, flash cards etc throughout the year
- Use practice exercises, mock exams etc to test learning and develop performance
- Plan learning programmes, revision timetables etc
- Make good use of study time and facilities
- Have a home study environment that is comfortable and free from distraction
- Have a clear idea of future pathways
- Arrive to school and lessons on time
- Have a very high attendance rate, attend all lessons and have no unauthorised absences
- Complete work to deadlines
- Make careful use of marking and feedback to improve their performance
- Have a clear idea of their current level of performance and how to reach the next level
- Take an active part in wider school life, sport, drama, roles of responsibility etc
- Are careful to achieve a lifestyle balance of study and other activities
- Keep themselves healthy

SIXTH FORM EXPECTATIONS

STUDENT & PARENT/CARER ACKNOWLEDGEMENT OF STUDENT LEARNING AGREEMENT

The Learning Agreement identifies our duties and the expectations of you as a member of the Sixth Form. We ask for confirmation that you have read and agreed to the conditions outlined below by signing the copy below.

You are expected to:

- Achieve high levels of academic productivity in and outside of school.
- Outside of school, we expect you to complete 15 hours of independent work or ½ an hour for every lesson taught in school.
- Make the most of every lesson through preparation, participation and consolidation.
- Make full use of Private Study.
- Complete all work to the required standard by the required deadline by using your time, in school and at home, effectively and to a level commensurate with your ability.
- Ensure that all work submitted is entirely your own.
- Accept responsibility for your own learning with the support of your teachers
- Maintain high levels of attendance (over 95%) and attend all lessons punctually, including Private Study.
- Adhere to the Dress Code and carry your student keycard at all times.
- Remain on the school premises other than at break and lunchtime.
- Act as a positive role model for younger students and behave in a manner which befits a Sixth Form student.
- Show each other and all members of our community respect.
- Get involved in extra-curricular activities/leadership programmes to improve your key skills.
- Be involved in activities within the community.
- Accept that you will be asked to leave the Sixth Form if the above conditions are not met.

Under this agreement Moorland School Sixth Form will endeavour to provide:

- A programme of courses that are delivered by suitably qualified and effective members of staff using appropriate facilities and resources.
- Regular assessment and feedback on how to develop your work.
- A friendly, caring, supportive environment.
- A member of staff who monitors your progress, provides guidance on progression and assistance in setting targets for improvement.
- The provision of structured time for private study.
- Support in developing effective study skills.
- Support for any special needs you may have.
- The opportunity to take part in extracurricular activities and work experience.
- A UCAS/careers programme for your progression beyond the Sixth Form.
- The opportunity at least twice a year for your parents' consultation (in person, via telephone or by email)
- Progress and Attitude to Learning reports at intervals throughout the academic year.

ROUTINES AND PROCEDURES

ATTENDANCE

Mrs Kellow tel: 01200423833 email: lkellow@moorlandschool.co.uk

Students are required to be in the school building throughout the school day, except at break and lunchtimes or for organised activities, eg. Sporting activities and field trips.

- Year 12 and Year 13 students must register in person with their Form Tutor at 8.50am each day. Attendance will be recorded at every lesson throughout the school day.
- If any lessons are missed you may be asked to attend a supervised session arranged by your subject teachers. This will most likely take place at the end of the school day from 4.00pm – 5.00pm.
- Emails are sent to parents/carers on a daily basis if lessons are missed.
- If a student has a genuine reason for absence they should contact Mrs Kellow in the school office before 8.50am on the day of absence.
- Non-emergency dental/doctors appointments or driving lessons should not be arranged during the school day.

HOLIDAYS

Students should not arrange holidays or travel during term time unless absolutely unavoidable. Extended absences may call into question the student's entry for examinations. It is important to note that most references for employers or higher education require data about attendance and punctuality. It is therefore essential to maintain an excellent attendance record that we may refer to upon requests for a reference from an employer.

UNIVERSITY OPEN DAY VISITS

Students are, of course, permitted to attend university open days in the Summer term at the end of Year 12 and in the Autumn term of Year 13. Permission should be requested by your parent/carer to dbootle@moorlandschool.co.uk.

DRESS CODE

Sixth Form Students are expected to dress smartly, and our expectations reflect those that employers have of their staff in most business environments. As the most senior students in the school, we insist on high standards of appearance and for students to be easily recognised within, and beyond, our school community.

ROUTINES AND PROCEDURES

SAFEGUARDING

The Safeguarding policy is available upon request from the school office.

MOBILE PHONES AND PERSONAL BELONGINGS

The use of mobile phones is not permitted within lessons and in any part of the main school. Mobile phones may be used to play music, using headphones, in the Sixth Form Common Room as long as noise does not disturb others. Moorland School will not be responsible for the loss or damage to any personal electronic equipment.

VEHICLES

We expect that students who are learning to drive will arrange their lessons outside of the school day. Students who choose to drive to school must submit their vehicle details to Mrs Kellow at the school office.

SMOKING/DRUGS/ALCOHOL

It is the school's policy to take a severe response to the presence of cigarettes/drugs/alcohol within the school grounds. They must not be brought onto the site under any circumstances.

CYBER BULLYING

We operate a zero tolerance of misuse of public networking sites that can cause distress, exclusion or upset to others.

COMPUTING CODE OF CONDUCT

Students must not:

- Reveal their passwords to others
- Engage in any act of plagiarism
- Retrieve or send material which would be in breach of copyright law
- Send inappropriate messages using or across school systems
- Use disrespectful language about any other member of the school community
- Download or use a VPN in school
- Attempt to download or install any software on the school computers
- Tamper with any computer hardware or software, or attempt to access unauthorised areas of the system
- Use school systems or resources for profit making activities
- Consume food or drink in computing areas

PLAGIARISM

Plagiarism is copying other people's work and passing it 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 within externally assessed coursework, controlled tasks, portfolios or exams may result in automatic disqualification by the examination board. Put simply, it isn't worth the risk.

INAPPROPRIATE LANGUAGE

Swearing and offensive language is not acceptable in any working environment. Students who are caught using offensive language will be directed to help the catering staff tidy the dining room at the end of lunch, as a minimum.

MONITORING PROGRESS

Working as a team

We encourage every student to work to the best of his/her ability and aim high academically. We also emphasise the importance of building key skills to support progression to Higher Education, training or a chosen career. Close liaison between Faculties, the Sixth Form Team, student and home can trigger tailored support. Intervention managed by the Sixth Form Team will be communicated to home and regular contact is encouraged in the form of meetings, phone calls and email. Please contact the Student

Support Manager with any queries straight away, however small, so that we can prevent small issues becoming bigger problems.

Student progress will be monitored very carefully in the Sixth Form to ensure all students achieve their very best.

Monitoring will be ongoing with students, subject teachers, and the Head of Sixth Form all fully involved and informed. Students will discuss their progress with Teachers, Tutor/and or Head of Sixth Form on a regular basis. We expect students to take responsibility for reflecting on their own performance, evaluation and setting targets for improvement.

In addition to this, there are regular student reports in Year 12 and in Year 13, including Progress and Attitude to Learning Grades published to parents/carers throughout the academic year where overall performance will be assessed.

If a student is having difficulty in any of his/her studies, or problems with time management, he/she is advised to discuss this at the earliest opportunity with a member of staff. This may be a subject teacher, the Head of Sixth Form or any other member of staff.

If a student's attitude to learning or progress is unsatisfactory in any subject, contact will be made with home and a support strategy will be put in place.

High levels of effort and an excellent work ethic will be rewarded via email and reward points awarded. Maintaining high levels of academic productivity throughout the two years in Sixth Form is essential to maintaining progress in line with statistical targets.

Social Media

Research tells us that the use of social media when studying can significantly lower your academic productivity. Apps are available that can be used to avoid the distraction of social media (Offtime, Moment, Flipd, AppBlock)

LIFE AS A SIXTH FORM STUDENT

COMMUNICATION

The Sixth Form Team will convey information such as examination dates, school trips etc. to students via the following:

- Email correspondence to students
- Regular assemblies
- Daily registration for Year 12 and Year 13 students
- Notice boards
- Email correspondence and letters to parents/carers
- Clarion call via email

The school website also has up-to-date information regarding important dates throughout the academic year.

PRIVATE STUDY

Private Study is quiet, unsupervised study in the Sixth Form Common Room that is pre-allocated on your timetable. Outside of school we expect you to complete 5 hours of independent work or ½ an hour for every lesson taught in school.

Students may use the Sixth Form Common Room beyond 4.00pm, but no later than 7.00pm. Students are always welcome to join the senior school boarders in their evening Prep if they would like to work in a more supported environment.

PART-TIME WORK AND OTHER ACTIVITIES

This should be kept to a minimum, under 7 hours a week where possible. If students exceed this limit they are likely to put their results in jeopardy. 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.

EXAMINATIONS

All students will be issued with guidance regarding examination procedures and an individual candidate timetable will be given to each student. Any query relating to examinations should be directed to the Examinations Officer, who may be contacted by email dfrost@moorlandschool.co.uk.

POST-18 PROGRAMME

A formal Progression programme will take place in Year 12. We support students in planning and preparation for University open days, allowing up to four days to attend open days if required. Students will register with UCAS and begin completing the online application form. Towards the end of Year 12 students will be advised about entering subject details and, specifically, about drafting their Personal Statements. Careers information will be available for all students whether they intend to go to university or not. This is complemented by mock interviews and careers advice delivered by representatives from several national/local firms. There are further support activities throughout the year such as alternatives to Higher Education, studying abroad, and student finance information.

POSITIVE ACHIEVEMENT

RECOGNITION OF ACHIEVEMENT

Staff will recognise the achievement of individual students in terms of their personal success and through the contributions students make to the life of the school and the wider community. This information is recorded centrally on Reward System.

Praise can be awarded for:

- Deep thinking: analysis, evaluation and application.
- Independent learning.
- Progress and effort.
- 100% attendance.
- Outstanding work.
- Contribution to extra-curricular activities and events.
- Contribution to Charities.
- Working with students in Main School.
- Acting as leaders.
- Taking on additional responsibilities.
- Helpfulness and goodwill.

Staff may also record concerns about students on RewardSystem which then triggers a staged response of intervention.

IMPORTANT DATES FOR YOUR DIARY

TERM DATES

Autumn Term 2018

Boarders Return	Monday 3 rd September, 5.00pm
Day Pupils Return	Tuesday 4 th September, 8.45am
Half Term Begins	Friday 19 th October, 4.00pm
Boarders Return	Sunday 4 th November, 5.00pm
Day Pupils Return	Monday 5 th November, 8.45am
Term Ends	Friday 14 th December, 4.00pm

Spring Term 2019

Boarders Return	Sunday 6 th January, 5.00pm
Day Pupils Return	Monday 7 th January, 8.45am
Half Term Begins	Friday 15 th February, 4.00pm
Boarders Return	Sunday 24 th February, 5.00pm
Day Pupils Return	Monday 25 th February, 8.45am
Term Ends	Friday 5 th April, 4.00pm

Summer Term 2019

Boarders Return	Monday 22 nd April, 5.00pm
Day Pupils Return	Tuesday 23 rd April, 8.45am
May Bank Holiday	Monday 6 th May
Half Term Begins	Friday 24 th May, 4.00pm
Boarders Return	Sunday 2 nd June, 5.00pm
Day Pupils Return	Monday 3 rd June, 8.45pm
Term Ends	Friday 5 th July, 4.00pm

Other dates:

Tuesday 18th September – 4.30pm – 6.00pm – Parents' consultation

Monday 8th October – School photographs

Friday 19th October – Half Term Reports to Parents

Monday 17th December – End of Term Reports to Parents

Monday 14th January – Mock Examination Week begins

Friday 15th February - Half Term Reports to Parents

Thursday 21st March – 4.30pm – 6.00pm – Parents' consultation

Friday 5th April – End of Term Reports to Parents

Monday 13th May – Examinations begin

Friday 5th July – End of Term Reports to Parents

Thursday 15th August – A Level Results Day