

# AYLESBURY HIGH SCHOOL



## SIXTH FORM STUDENT HANDBOOK 2019 - 2021

## Contents

WELCOME...	3
Sixth Form Team: Key Personnel .....	4
The Cabinet .....	5
Tutor Groups.....	5
Sixth Form Calendar Overview.....	6
How to make most of Sixth Form – by Sharon Amuwo, Head Girl.....	7
Timings of the school day.....	7
Registration.....	7
Assemblies .....	8
Supervised Study .....	<b>Error! Bookmark not defined.</b>
Private Study.....	8
Supplementary Studies .....	8
Bring Your Own Device (BYOD) and Mobile Phones.....	8
Home study & leaving the school site.....	9
Sickness During the School Day .....	9
Absence of Teachers & Cancelled Lessons .....	10
Email and Google Classroom .....	10
School – Home Communication .....	10
Transition and Transitions Coordinator .....	11
Pastoral Support Assistant .....	11
Matron .....	11
Student Welfare and Young Carer Coordinator .....	12
Examinations.....	13
Library .....	13
Attendance .....	14
Planned leave of absence & medical appointments .....	14
Dress Code .....	15
Part-time Jobs .....	16
Smoking .....	16
Security of Property.....	16
Privileges .....	17
Student Academy Awards.....	17
Sanctions and Detention System .....	17
Rules for using the Sixth Form Study Centre.....	19
Facilities / Charges .....	20
16 -19 Bursary Fund Policy.....	20
ParentMail.....	20
Cashless Catering System .....	20
Driving .....	21
Parking .....	21
Transport.....	22
Student Agreement.....	24
Your Personal Timetable .....	25
School Map .....	26

## WELCOME...

... to your first year of Sixth Form education at Aylesbury High School.

These will be important and exciting years for you. Over the course of the next two years you will study subjects that you have chosen and start to shape your future direction as you prepare to leave AHS. Of course there will be hard work and challenges along the way; you'll have homeworks, assessments, and - inevitably - there will be exams to test yourself against, but we want your time in the Sixth Form to be stimulating and rewarding too, as well as a lot of fun. This will be a time when you develop the whole person, not just the academic student, and quite possibly make life-long friends too. While you will study hard, you will also be encouraged to involve yourself in the wider life of the school and we hope that you will make the most of all the opportunities that Sixth Form presents. There is room for innovation too, so if you have ideas you want to pursue, groups or projects you want to start, let us know.

You will be asked to sign a copy of the AHS Sixth Form Agreement on entry to the Sixth Form (and there is a copy of it in this handbook). The remainder of this booklet serves to explain further the key points of the agreement and to outline how our Sixth Form works. It sets out our expectations of you and some of the procedures you will need to follow during your time here. It also provides you with some key information and contacts which we hope you will find useful.

You will receive further information as you need it throughout the two years, for example on Higher Education, Examinations, Community Involvement and career opportunities.

Other information will be displayed on the notice boards in the Sixth Form Study Centre and in your tutor rooms as well as being shared during morning registration via your form tutor. A great deal of information will be communicated via email and via the various Google Classrooms in your subjects, and you must make sure that keeping up to date with electronic communications becomes part of your regular routine. You will also be invited to join the Year 12 Google Classroom. You will be expected to use your initiative in responding to notices and to be self-sufficient and self-motivated.

If you are unsure of anything (having tried to find out for yourself first!) please ask your tutor, any member of the Sixth Form team or a Year 13 student – we aim to make the Sixth Form a friendly place.



**Mr Ochiltree**  
**Head of Year 12**  
**Head of Sixth Form**



**Mrs Sutton**  
**Head of Year 13**  
**Deputy Head of Sixth Form**

## Sixth Form Team: Key Personnel



Mr I Ochiltree  
Head of Sixth Form  
Head of Year 12



Mrs M Sutton  
Deputy Head of Sixth  
Form  
Head of Year 13



Mrs T Dalby  
Pastoral Support Assistant  
for KS5



Mrs K Burchell  
Exams Officer



Mrs S Nix  
Matron



Mrs L Westcott  
Student Welfare  
Co-ordinator

## The Cabinet



Sharon Amuwo 13B  
Head Girl



Emily Arama  
Sanchez 13B  
Deputy Head Girl



Francesca Baylis 13A  
Deputy Head Girl



Lucy Sallow 13H  
Deputy Head Girl



Eve Whittemore 13J  
Deputy Head Girl

## Tutor Groups

Tutor Group	Tutor	Support Tutor	Tutor Room
12A	Ms L Fabre		L18
12B	Mrs J Brittain	Mrs H Ellis	S16
12D	Miss B Dyson		N3
12E	Mr S Elcock		S13
12F	Dr D Falls		E12
12H	Mr J Hobbs		N2
12N	Mrs R Nicholls	Mrs J Couldrick	S17
12R	Ms O Raven		M2
12U	Mrs R Hughes	Mr J Cook	TC4
12W	Dr R Weaving		S15

Tutor Group	Tutor	Support Tutor	Tutor Room
13A	Mr I Annat		H12
13B	Mrs V Burt		S4
13H	Mrs S Hartwell		N1
13J	Mr D Jeffreys		S14
13M	Mrs S Morris		E11
13O	Mrs R Moore	Mrs L Jayatillake	N7
13P	Mrs A Payne	Mrs L Light	N6
13R	Mrs A Readhead	Mrs S Horton	TC1
13T	Dr M Maher		T24
13W	Dr J White		S12

## Sixth Form Calendar Overview

### Year 12

FOCUS	Autumn 2019	Spring 2020	Summer 2020
<b>YEAR GROUP FOCUS</b>	Year 12 Information and GCSE Presentation Evening  Subject Ambassador applications	Cabinet and House Captain elections Higher Education Evening and Fair  School leadership applications (Head Girl, Cabinet, House positions)  Year 12 Reports	Year 12 exams University open days UCAS registration Exam results Consultation Evening Predicted Grades UKCAT for applicants for medicine
<b>TUTOR PROGRAMME</b>	Settling In Study Skills Academic Tutoring Session with Road Safety Officer and Safe Drive Stay Alive Elevate – Time Management	“Next Steps” Programme – including introduction to Unifrog	Personal Statements  Course searching  UCAS  Research into Employment/ Careers

### Year 13

Autumn 2020	Spring 2021	Summer 2021	Post AHS
University applications Community Involvement University admission tests and interviews Consultation Evening Art Foundation Course applications	Year 13 Exam week  Year 13 Reports  University admission interviews (continued)	A Level exams  Leavers’ Ball  Results Day  Confirm ‘next steps’	Work?  University?  Gap Year?  Celebration Tea (December 2021)
UCAS and related topics  Interview technique	Transition into employment, higher education or other opportunities  Elevate – Finishing line	Getting ready for final exams and transition out of AHS	

## I. SCHOOL LIFE:

### How to make most of Sixth Form – by Sharon Amuwo, Head Girl

Going into Sixth Form can be very daunting, especially since I'm sure you've been told numerous times about how much of a jump it is from GCSE. Now there's no way to avoid the major jump but there are definitely ways to make that jump less daunting and more enjoyable. Having a healthy balance between school and other activities is key to making the most out of your Sixth Form experience - this makes sure that you can have breaks from work, as well as getting you into a good habit for work/life balance.



Another way to make the most out of it is to take every single opportunity you get, even if you don't think it's for you or that you won't like it. This includes applying for different roles such as subject ambassador, student ambassador, house captain or a role in the Cabinet. Not only does this make you stand out more when applying to university, but it also gives you a new sense of responsibility and something to work on outside of lessons.

All in all, Sixth Form is an amazing experience which gives you the chance to learn so much about yourself, as well as your chosen A Levels. So make sure to have fun throughout your time and don't be too hard on yourself.

### Timings of the school day

Like the rest of the school, the Sixth Form works on a common timetable, with Registration every morning, two lessons before morning break, two lessons before lunch, and one lesson after lunch. There is a blank timetable for you to fill in at the back of this handbook.

8:45 – 8:50	Registration
9:10 – 10:10	Period 1
10:10 – 11:10	Period 2
11:10 – 11:30	Break
11:30 – 12:30	Period 3
12:30 – 1:30	Period 4
1:30 – 2:30	Lunch
2:30 – 3:30	Period 5
3:30	End of School

### Registration

Attendance at Registration is compulsory and you are expected to be in your form room by 8.45am, even if you have a study period in Period 1. If you arrive too late for Registration you **MUST** sign in at the Study Centre stating the time and reason why you are late, and then proceed to your first lesson.

Students who are repeatedly late to school or lessons are placed on punctuality report and can have signing-out privileges revoked, and further sanctions can also be imposed.



## Assemblies

You are required to attend all Sixth Form assemblies. These take place on alternate Wednesdays and every Friday (Years 12 & 13, Main Hall). Your tutor group will be responsible for producing some of the assemblies. They should be thought-provoking and 'current' rather than an entertainment. Before assembly, you must remove coats, hats and scarves and turn off your phone. Please do not eat or chew gum during assembly. You are expected to be quiet and listen courteously. Assemblies are the time when often vital notices and announcements are made, and attendance is compulsory and monitored.

## Private Study

The key to your academic success in the Sixth Form will be the way that you make use of your study periods and how quickly and successfully you can adapt to the idea of independent study. In order to help you make best use of your time, we provide a range of different facilities during school lesson time.

The areas provided for private study are:

- The Sixth Form Study Centre (*silent study during lesson time - supervised and enforced by staff*)
- The Library (*silent study – supervised by the librarian*)
- Any free classrooms (*rooms that are not being used for teaching will be listed on the notice board but they are always subject to change at short notice. Unsupervised, but with high expectations for appropriate use and behaviour*)
- The Dining Room (*more casual unsupervised study space, but subject to the continuing permission of the dining hall staff, whose requests and instructions must be followed*)

Please be respectful of those studying around you.

At break and lunch the Study Centre can be used for eating and drinking, but food is not permitted during lesson time. Please see the Study Centre rules in this booklet for expectations and rules about Study Centre use.

## Supplementing the Curriculum

The supplementary studies programme is designed to broaden your range of opportunities in the Sixth Form. It is highly valued by employers and admissions tutors and consists of Community Involvement, visiting speakers and the Current Issues program, and any additional year group studies that you have already selected. They are all a formal part of your timetable and attendance is obligatory.

## Bring Your Own Device (BYOD) and Mobile Phones

You are expected to have an electronic device such as a laptop, Chromebook or **tablet with add on keyboard** to support your studies. You will be expected to have these to hand in all lessons but will not use them 100% of the time. Having the technology available means we can use it when it is beneficial to do so but we are also aware that you have written exams at the end of Sixth Form so we will not be moving to using them all the time. You will be given



instructions to connect your device to the school Wi-Fi in September. Further details about the 1:1 policy, including FAQs about BYOD, are available on the school website <http://www.ahs.bucks.sch.uk/school-life/student-news/chromebooks-ahs/>

Mobile phones **must not be seen or heard around school** during the school day, with the following exceptions:

- During study periods, the Sixth Form are allowed to use phones (for music it should be through headphones/earphones) in the Dining Room and Study Centre, but not in the Library or outside. You should normally be using your BYOD device for internet use. Phones must be put away promptly at the start of break or lunch if being used in the Dining Room.
- Phones may be used at break or lunchtime in the Study Centre or Sixth Form form rooms.

Phones **must not** be used at all around school in any other way. If you do so, your phone will be confiscated until the end of the school day. Any member of school staff may confiscate your phone. Do not rely on your phone to tell the time - buy a watch!

### Home study & leaving the school site

You are not allowed to leave the school premises during your morning study periods (except with specific permission). You are free to go off-site during lunch breaks but **you MUST sign out** on the sheets in the Sixth Form Study Centre foyer. You are, of course, expected to **sign back in** at the Study Centre and be **on time** for afternoon lessons. Failure to do so leads to loss of privileges.

In Year 12 you must remain on-site during your private study periods until at least Christmas. After this time, if you have private study in the afternoon you may be given permission to study either at home or at the public libraries, if you have made satisfactory progress in your first term. Your Head of Year will confirm when you can start signing out for Period 5 Home Study. You are not allowed to take-up part-time employment during Period 5 Home Study hours. There may also be occasions when your attendance in school is required during P5.

If leaving for home study, **you must sign out on the sheets in the Sixth Form foyer from 1.30 and not before**. You will not be allowed to leave the site at any other time without permission from the Head of Sixth Form or Deputy Head of Sixth Form.

If your academic progress is causing concern, these privileges will be reviewed. Privileges may also be withdrawn for persistent lateness, poor attendance or other breaches of school rules.

### Sickness During the School Day

If you feel ill during the school day, and may need to go home, you **MUST** see the Matron (Mrs Nix) or staff in the Front Office. You must not leave school without doing so. This is for your own safety. Mrs Nix will contact your parent/carer and may then give you permission to go home. If so, **you must sign out as normal**. See also School Matron section below.



## Absence of Teachers & Cancelled Lessons

If your teacher is absent, work will be set for the lesson, and you will receive notification of this at morning registration. You must go **promptly** to the specified room (usually the Dining Room) to register for the lesson and receive the work set for you.

After Christmas in Year 12, you should register for cancelled P5 lessons at 1.30 **ONLY** in the Study Centre. In the first term, you should register at 2.30 in the Dining Room.

## Email and Google Classroom

As a Sixth Form student you need to get into the routine of checking your school email account on a regular basis as we regularly use email to communicate with you. New students will be given IT accounts at the start of the year.

There is an online Google Classroom for your Sixth Form studies and many of your teachers will use Google Classrooms to support your work in their subjects. You will be issued with personal log in details or invited to join through email. See your tutor, fellow students or Head of Year if you need any help. You should get into the habit of checking your Google Classroom regularly and enabling notifications to tell you of new messages.

## School – Home Communication

Most correspondence with parents from AHS is by email or telephone. For this reason, it is very important that we have the correct contact details for your parents/carers. New students should ask parents/carers to fill in their contact email address carefully on the Admission form. For families where neither parent has an email address, paper copies of letters can be provided. However, you must make this clear on your Admission Form or by formal letter as soon as possible. If your parents/carers change their contact details during the year, please advise Mrs Dalby so that we can keep our records up to date and make sure that you do not miss important updates.

We will rarely text your parents/carers but reserve the right to do so in the event that we need to get information out to the whole school community in an emergency.

Please be aware that we contact home by phone or email in the event of unexplained absences.

## II. STUDENT SUPPORT

### Transition

The transition from GCSE to A Levels is not necessarily an easy one. You will receive support and advice on how to adopt good working practices but if you are unhappy about any aspects of your work, **please tell someone**. A Level study is different from GCSEs and will require you to be more independent and self-motivated, and it can take some time to get used to. Do not panic if it takes some time to adjust and don't be frightened to seek advice and support if you need it.

Alongside your form tutor and Head of Year, **Mrs Sutton**, Deputy Head of Sixth Form, will support new students coming into the Sixth Form and will work with all students as they begin to consider the world of Higher Education, employment and training. She will guide many of our students through the UCAS process, and will help those who are looking for alternatives to university and further study.



If you have concerns about a subject, you should talk to your subject teacher first, but other support is available from your tutor, with whom you will meet at the start of every day, or from any of the Sixth Form team who are all based in the Sixth Form Study Centre.

### Pastoral Support Assistant

**Mrs Dalby** is the Sixth Form PSA, and you will work with her over the course of the next two years. She will provide much of the information, resources and support that you will need and will be the person who monitors and chases absences, rewards and sanctions.



She will send information and questions to you by email and if you want or need to talk with her she is based in the Sixth Form Office every morning.

Mrs Dalby also coordinates the Community Involvement Programme for Year 13.

### Matron

**Mrs Nix** is our school Matron, and she is the person you need to see if you feel unwell during the school day. Her office is located in the ground floor of the Main Building. See *Sickness during the school day* section for information and procedures in the event that you are unwell.



Students should not usually carry medicines with them at school. The only medicines you should carry are for life threatening conditions such as diabetes, asthma and severe allergies. Mrs Nix will hold any prescribed medicines for you and can also provide paracetamol.

## Student Welfare and Young Carer Coordinator

We will do all we can to support you through your time in our Sixth Form, and there are a range of different people you can turn to for advice and support.

Your subject teachers can be the first point of call for academic issues, and your Form Tutor and Head of Year can also provide advice and help. In most instances, your first point of call will be your Form Tutor, but other people can provide appropriate support too.

**Mrs Westcott** is the Student Welfare and Young Carer Coordinator. She offers support and advice to students who may need someone to talk to, and signposts students to organisations for further support.



You can see Mrs Westcott via your Head of Year or can self-refer by filling out a form which can be obtained outside L3, from her section on the school website, or from Mrs Dalby.

Mrs Westcott coordinates appointments with the School Counsellor, and works closely with external agencies such as CAMHS and Young Carers. If you need further information, you may find the following links useful:

<b>Childline : 0800 111</b>	<a href="http://www.childline.org.uk">http://www.childline.org.uk</a>
<b>NSPCC: 0808 800 5000</b>	<a href="http://www.nspcc.org.uk">http://www.nspcc.org.uk</a>
<b>Free local counselling service</b>	<a href="http://timetotalk.adviza.org.uk">http://timetotalk.adviza.org.uk</a>
<b>Information/counselling for mental health</b>	<a href="http://youthconcern.org.uk">http://youthconcern.org.uk</a>
	<a href="http://www.mind.org.uk">www.mind.org.uk</a>
	<a href="http://www.studentminds.org.uk">www.studentminds.org.uk</a>
<b>CAMHS</b>	<a href="http://www.youngminds.org.uk">www.youngminds.org.uk</a>
	<a href="http://www.oxfordhealth.nhs.uk">www.oxfordhealth.nhs.uk</a>
<b>R U safe</b>	<a href="http://www.barnardos.org.uk">www.barnardos.org.uk</a>
<b>Advice on Eating disorders</b>	<a href="http://www.b-eat.co.uk">www.b-eat.co.uk</a>
<b>Drug and Alcohol Advice</b>	<a href="http://www.addaction.org.uk">www.addaction.org.uk</a>
	<a href="http://www.talktofrank.com">www.talktofrank.com</a>
<b>Gender Identity and Sexuality</b>	<a href="http://www.lgbthealth.org.uk">www.lgbthealth.org.uk</a>
	<a href="http://www.gendertrust.org.uk">www.gendertrust.org.uk</a>
	<a href="http://www.mermaidsuk.org.uk">www.mermaidsuk.org.uk</a>
<b>Local Support/Advice</b>	<a href="http://www.bucksfamilyinfo.org">www.bucksfamilyinfo.org</a>
<b>‘You Matter’ guide offering advice on many of these topics</b>	<a href="http://www.bucks-lscb.org.uk">http://www.bucks-lscb.org.uk</a>
<b>Young Carers</b>	<a href="http://www.youngcarersbucks.org">www.youngcarersbucks.org</a>
<b>Young Adult Carers 16-25 yrs</b>	<a href="https://carers.org/about-us/about-young-adult-carers">https://carers.org/about-us/about-young-adult-carers</a>
<b>Sexual Health</b>	<a href="http://www.brook.org.uk">www.brook.org.uk</a>
	<a href="http://www.tht.org.uk">www.tht.org.uk</a>

## Examinations

**Mrs Burchell** is our Exams Officer and her office is in the main building just down from the Dining Hall. She will let you know about the examination process and what you need to do during an assembly in the Spring Term. If you have any queries then please take a look at the Exams section on the school website at [www.ahs.bucks.sch.uk/exams](http://www.ahs.bucks.sch.uk/exams).



## Library

You will be able to borrow texts from the school library to support your Sixth Form studies (as long as you do not have outstanding loans from Year 11) and independent research and additional reading is one of the keys to making a success of your A Levels. Information about your account will be sent to you via email – please check your emails regularly.

The library is open at the following times:

Monday	8.15 – 4.30
Tuesday	8.15 – 4.30
Wednesday	8.15 – 4.30
Thursday	8.15 – 4.30
Friday	8.15 – 4.00

You can use the library during these times and your study periods, unless it is closed for a class booking. During lesson times the library is for silent, individual study only.

The library will issue you your textbooks, and you will come down as a class to collect these. You need to take good care of these, as damaged or lost textbooks will be charged for. Library books are 2 week loans, which can be renewed unless reserved by someone else. Short loans are only available from lunchtime till registration the following day. Overdue books will incur a fine, for general loans this is 5p per item per day, short loans are £1 per item per day.

You can request and reserve items by speaking to Miss Adams, who can also offer advice on research and referencing skills and using the library subscription to JSTOR. The library has a range of items from fiction and non-fiction, as well as access to careers and university guides.

Please act responsibly and considerately at all times, and note the following:

- Food and drink, with the exception of bottled water, is not allowed in the library at any time.
- Mobile phones are not allowed in the library at any time. Anyone found using them will have them confiscated until the end of the day and a behaviour mark will be added to their record.

If you see other students misusing the library, please politely remind them of the expected behaviour.

### III. POLICIES and EXPECTATIONS:

#### Attendance

Full and punctual attendance at lessons and at registration is expected. You have acknowledged in the Sixth Form agreement that your position in the Sixth Form will be reviewed if your attendance rate falls below 90%, and a range of appropriate sanctions may be imposed if your attendance or punctuality becomes a cause for concern.

In the Sixth Form we do still require confirmation from a parent or carer to explain and authorise absence. If you are ill, or absent unexpectedly for any other reason, **your parent/carers is required either to e-mail Mrs Dalby or telephone the absence line on 01296-388230** before 9.10 am of the first day of absence. Your parent/carers should then contact the school **on each day** of an absence.

We actively chase unexplained absence through emails and/or telephone calls home so please make sure that you authorise planned absence in advance (see below) and keep us updated with sickness and unplanned absence as explained above.

In the Sixth Form we operate a first day unexplained absence notification system. This means that if you are absent from registration and have **not** signed in at the Study Centre, or the school has **not** been notified in advance of absence by a parent, an email message will be sent to the primary contact held on our system at approximately 9:30 am, notifying them of the absence and requesting that they contact the school. We operate this system as we take our safeguarding responsibilities seriously and believe that this will make sure everyone is aware of unexplained absences at the earliest opportunity. Please ensure that you follow our absence and signing-in procedures so that parents/carers are not sent unnecessary emails.

#### Planned leave of absence & medical appointments

Requests for **leave of absence** for any reason, including university open days and interviews, **must ordinarily be submitted at least one month in advance** (unless that is not possible). Requests may be made by your parent/carers via the school website or by completing a form, available from Mrs Dalby. Completed paper forms should be returned to Mrs Dalby.

You should inform your teachers of forthcoming absences and, of course, take responsibility for catching up on missed work for any absence.

Acceptable reasons for absence when requested in advance:

- A specialist/orthodontist appointment (not routine dentist or doctor appointments which should be made outside school time whenever possible)
- A religious holiday
- University open day or taster course (no more than 5 days over 2 years, no restriction on interviews)
- Work experience - no more than 2 days over 2 years
- A practical driving test or practical music exam. (Theory driving tests must be arranged so that they do not conflict with lessons)

Acceptable reasons for absence which cannot be foreseen:

- Sickness
- Funerals
- Exceptional transport problems

Unacceptable reasons for absence/lateness include (but aren't limited to):

- Family holiday (except in very exceptional circumstances)
- Driving lessons
- Over-sleeping
- Car failure (make other arrangements)
- Pressure of work in other subjects
- Part-time work
- Private study (without prior arrangement and authorisation)

## Dress Code

Most institutions have expectations of how their people should dress. Some occupations and roles have formal uniforms, some have prescribed clothes and others have a general set of expectations of how everyone associated with them should present themselves to the world in their daily life.

We recognise that the vast majority of our students are likely to go to university after leaving AHS, and therefore we do not expect you to dress as if you are working in an office, **but we do expect a certain set of standards to be maintained by our Sixth Form students.** As the senior members of the AHS community you help set the tone for the whole school and you also represent AHS to the outside world.

Our expectations are set out in this Dress Code, which we expect you to follow and which we will enforce. The Dress Code forms part of your student contract with the school.

The principles underlying this Dress Code are to:

- support teaching and learning
- enable everyone to be comfortable, safe and secure
- respect different social, religious and ethnic differences and values
- protect students from social pressures to dress in a particular way

The basic expectation is that students should be dressed smartly and appropriately for what is a professional working environment. **Please understand that the clothes that you wear to school are different in style and purpose to the clothes that you wear socially and in the evenings.**

The following guidelines give a flavour of what is expected but it is not a comprehensive or definitive list, and the final judgement on acceptability will belong to the Headteacher:

- Outdoor clothes (eg coats, thick scarves, hats, gloves) should not be worn in and around school. Staff will expect you to have removed coats before lessons, so you should dress warmly in cold weather
- A head covering is permitted for religious reasons. The student's face should be visible at all times
- No unnatural hair colouring is allowed
- Tattoos are not acceptable. If you have a tattoo we do not expect to see it at school and you must keep it covered at all times
- We do not allow facial or body jewellery to be worn in school, with the exception of conventional - not excessive - ear decorations. If you usually wear facial or body



jewellery while away from school, we will expect you to replace it with a small and unobtrusive stud while in school

- Blouses/shirts/t-shirts should have a reasonably high neckline, appropriate for a working environment. Sleeveless tops are acceptable as long as straps are at least 6cm wide: spaghetti straps and bra tops are not permitted. No clothing should reveal bare midriffs or backs, so knotted t-shirts are not acceptable
- Skirts and shorts should be of an appropriate length and not be excessively short or revealing
- No tracksuit trousers are allowed and leggings must not be worn as trousers
- Footwear should not be too casual; flip-flops are for the beach
- Denim can be worn, but jeans must not be ripped/bleached/frayed/patched/faded etc.
- Slogans, messages or large-print words are not acceptable
- If you are representing the school at a formal event (e.g. as Open Evening guides or for most work experience/community placements) we expect you to present yourself in more formal style and avoid trainers, denim and casual clothing

All our staff have an important role in checking that everyone is observing the code and can challenge students if they are in breach of these rules, but it is your responsibility to ensure you are dressed appropriately for school. **The Headteacher is the final judge of what is acceptable**; anyone who is not adhering to the code may be given alternative clothes to wear or asked to go home and make suitable changes.

### Part-time Jobs

Be sensible about hours if you take on a part-time job. You should certainly not be working more than ten hours per week, and ideally no more than eight as research shows that ten hours in employment outside of school equates to a drop of one grade (16 -18 hours leads to a drop of two grades). You need time to properly work on your subjects outside the classroom and you will definitely need some time to relax and to pursue your extra-curricular hobbies and pursuits.

You are not allowed to take on a job that involves working during school hours. This includes afternoon study periods or study leave, which are reserved for your school work and studies.

### Smoking and vaping

AHS is a 'smoke-free zone'. You are not permitted to smoke or vape anywhere on the school site or in the surrounding areas. Please act responsibly and set a good example to the other students in the school.

### Security of Property

You have to be responsible for the security of your own belongings. Any items left unattended are likely to be sent to lost property or even disposed of, so don't leave books, folders or belongings around the school or in the Study Centre for long periods.

Lockers are available for all students for a one-off payment of £10, which covers the use of a locker for your time in the Sixth Form. Former AHS students have made this payment already, so won't be charged again, as long as they returned their locker key at the end of Year 11.

If a key is lost, then you will be charged £5 to cut a new key. The lockers are large enough to keep your books and files securely, plus small items of personal property. The fee for the locker key will be listed on **ParentMail**, please ask your parent/carer to pay for this as soon as possible (see ParentMail section that follows).

#### IV. REWARDS and SANCTIONS

##### Privileges

Signing-out privileges (lunchtimes and Period 5 Home Study after Christmas) are **earned privileges**, and are subject to satisfactory progress, attendance and punctuality, and can be withdrawn at any time.

Our informal and relaxed dress code is a privilege and must be respected and adhered to, otherwise sanctions have to be applied.

The use of the kitchen in the Sixth Form Study Centre is an earned privilege, exclusive to Sixth Form students, and can be withdrawn if the rules and expectations of cleanliness, tidiness and good order are not maintained. *See the Study Centre rules at the end of this section.*

##### Student Academy Awards

This is a system of reward and praise where staff and Sixth Form students will be able to nominate Year 12 or Year 13 students for going above and beyond the usual expectations or usual responsibilities of a student.

##### How can I nominate someone?

You will be able to nominate your peers using a Google Form which will be made available via Google Classroom. Please make your nominations sensible and appropriate (*see below*), they will be reviewed and your email address will be automatically collected when you submit the form.

##### What happens if I am nominated?

All nominations will be reviewed and three winning nominations will be awarded vouchers. Everyone that is nominated will receive an email containing a letter from the Head of Sixth Form congratulating them and informing them why they were nominated. All nominations will also be entered into a draw for an additional voucher.

##### Examples of good nominations

- Nominating someone for acts of generosity, thoughtfulness or kindness
- House Captains nominating Year 12 House Event Captains for excellent effort in organising a House event
- Nominating someone in your year (or the year above) who has spent extra time outside of lessons with you helping you to improve your understanding of a subject
- Nominating the person in your form who coordinated an excellent form assembly
- Nominating a person who has organised a club for other students to attend or helped you or another student in a significant way

### Examples of nominations that will not be processed

- Nominating each other for being a good friend
- Nominating someone for doing their homework or for working well in lessons (as we expect they will be doing this anyway)

## Sanctions and Detention System

Our Sixth Form runs well for students and staff because everyone shares the same focus – helping you make the best of the two years you will spend with us. However, when there are occasions when our rules and expectations aren't upheld or respected, we reserve the right to impose sanctions and punishments in order to ensure that our policies are maintained and to give you the best chance of success as a student.

Activities which may lead to official sanctions include:

- Failure to complete homework on time. Two **missed homeworks in a four-week period** will lead to a homework detention (*see below*)
- Failure to uphold the school's dress code
- Inappropriate use of a mobile phone (*see above*)
- Misbehaviour in lessons
- Lateness to school and to lessons
- Truancy/skipping lessons or supervised study periods, or failure to attend detentions
- Being found off site without permission
- Theft
- Verbal and/or physical violence against others
- Bullying and/or racial harassment
- Misuse of: tobacco, solvents, alcohol, illegal substances. (See Behaviour policy – Action Against Substance Misuse)

Sanctions can include, but are not limited to, the following:

- Lunchtime detentions
- Loss of signing-out privileges
- After-school detentions
- Work and/or attendance contracts
- compulsory supervised study

More serious issues can lead to internal or external exclusions.

## THE DETENTION SYSTEM

### Wednesday lunch times: for work-related issues

If you miss 2 homework deadlines in a 4-week period, you will be required to attend a Wednesday lunchtime detention. This will take place from 13:45 to 14:20 and you will be notified of the room. At least one day's notice will be given.

### After School Detentions:

These take place on Thursdays from 15:40 to 16:30 in T12. They are issued by Year Heads only but may be instigated by Curriculum Managers. They are issued (for example):

- for serious or repeated cases of misbehaviour which do not merit an internal or external exclusion
- for truancy or persistent lateness (to registration, lessons, school)
- for a student who has gone off site without permission
- in the case of a student failing to attend a lunch time detention
- in the case of a student completing her third lunch time detention in a term.

### Loss of Signing Out Privileges

Signing out privileges can be revoked for any two instances of behaviour related to dress code, talking out of turn (TOOT) or mobile phones, or for other misdemeanours at the discretion of the Year Head.

### Rules for using the Sixth Form Study Centre

- The Sixth Form Study Centre will usually be open from 8.15am to 4.00 pm each day.
- The Study Centre is for **silent work**. If you need to work in groups you need to go somewhere else, for example an empty classroom.
- The Study Centre will be a supervised study space during lesson time and supervising staff have full authority to maintain a purposeful working environment and to impose sanctions on those who break the rules.
- You may use the kitchen to make a drink at any time.
- You may have a drink with you at the tables at any time.
- You may eat at the tables only at break and at lunch time.
- Microwaves can be used only at break and at lunch time.
- You must not have food or drinks at the computers at any time, in case of spillages.
- All spillages must be cleared up immediately.
- All litter must go in the bins or, if clean and suitable, into recycling.
- Students need to tidy up after themselves, disposing of any rubbish and all crockery and cutlery must be washed up after use.
- Phones may be used at break and lunch. Phones may be used during study periods (for music it should be through headphones/earphones). You should usually be using your BYOD for internet use. Phones must not be used in the area outside the study centre.
- One form will be on duty each week and are responsible for emptying recycling bins, checking lost property, tidying the space and collecting paper for the printer.
- Any items left on tables at the end of the day will go into the lost property box and will be taken to the Front Office or disposed of at the end of each week.
- If the Study Centre is not left clean and tidy, then it will be closed.

## V. PRACTICAL INFORMATION

### Facilities / Charges

During your time in the Sixth Form you will have many opportunities to explore options for life after AHS. There will be a range of events designed to help you adjust to the new demands of independent study and to help you begin the transition away from AHS too, whether that be to higher education or the world of employment and training. Some of these activities involve external speakers and organisations coming into school, such as Elevate, and some will take you out of school. The cost of these activities is underwritten by a Sixth Form charge which also covers the cost of maintaining kitchen supplies and facilities in the Sixth Form Study Centre. We will write to parents/carers asking them to pay this charge through ParentMail (*see below*). No additional charges for the above will be made in Year 13.

### 16 -19 Bursary Fund Policy

Students from households whose family income is below £25,000 pa may apply for a 16-19 Bursary to assist with costs such as travel, equipment and books. Application forms will be made available in September and should be completed as soon as possible and returned to Mrs Dalby.

### ParentMail

We require payments online for school trips, music lessons and food from our catering service. Using a secure website called **ParentMail**, you can pay online using your credit or debit card. Please note debit cards incur lower fees for the school, so we would much prefer you to use these rather than credit cards as any savings can be recycled into resources for the students.

ParentMail is easy to use and you have the freedom to make payments whenever you want, 24 hours a day, 7 days a week. When you pay, an email confirmation is sent to you, giving you the reassurance that the transaction has gone through.

Your parents have been – or will be – sent an email from ParentMail which will contain details of their username and password, both of which should be changed on the first log-in. Please ensure that they check their emails. Additional ParentMail accounts can be set up and linked to this one, e.g. for you to use to credit your meal account (*see below*). There is also an App that is available for download. Please see Reception for further information.

Specific payment options are added to ParentMail for trips and music tuition and you will be sent a letter detailing the amount and timescales for payments. Further information is on our website.

### Cashless Catering System

The school has invested in a Cashless Catering System for the Dining Room to reduce queuing times and provide us with data to help improve the meal service. Students are not able to purchase any food on the school site using cash, although there are vending machines on site that dispense drinks that will accept coins. There are, of course, water points in the dining room which provide free filtered water.

Cashless catering not only speeds up the service and helps with the continued improvement and development of the catering operation, but eliminates the need for students to bring cash into school. There is no need for students to carry a card or remember a pin number, as payments are made at the tills using the same biometric system we use in our Library. The system works by taking measurements of the fingerprint, but it **does not** capture a complete image. This means that the original fingerprint cannot be reconstructed from the data. Schools cannot use biometric information for any reason other than for the express purpose for which it was collected. In order to use the cashless system and the Library, you will need to be registered on the biometric system.

As mentioned previously, the system for crediting your meal account is ParentMail. Your parents simply top up your account in advance online and as you use the canteen service, the correct amount is deducted from your account. The minimum top up is £10 and the maximum is £100; as a guide, the dish of the day currently costs around £2.50. Your parents can set up the system to e-mail them when the balance drops below a specified amount, or pay to receive texts to remind you to top up. There is a daily 'spend limit' of £6.50 automatically programmed into the system to prevent excessive use.

If for any reason you would prefer not to use ParentMail, then you can use an alternative system called PayPoint for meal payments only. This is a top-up card that can be used at many shops to credit your account in a similar way as topping up a mobile phone. To order a PayPoint card, please contact the Finance Office as soon as possible.

It is important that you get your parents to set up your account as soon as possible after receiving the email from ParentMail. If they do not receive the e-mail from ParentMail, please contact the school and ask for Mr Marshall, the Support Staff Director (email: [kmarshall@ahs.bucks.sch.uk](mailto:kmarshall@ahs.bucks.sch.uk)).

## Driving

Practical driving and theory **tests** may be taken in school time if you have requested leave of absence in advance (please also remember to sign out as usual). Driving theory tests must be booked at the beginning or end of the school day so that you do not miss any lessons. this is non-negotiable.

Driving **lessons** must not be arranged during lessons, registration OR study periods. They may be arranged for the lunch hour but you must be able to attend lessons on time. We will **not** grant leave of absence for driving lessons.

## Parking

If you pass your test and wish to drive to school, you must let Mrs Dalby know your car registration (in case we need to contact you quickly). Please be considerate when parking along Turnfurlong, and take care not to block residents' properties or park illegally according to the Highway Code.

Students are not allowed to park anywhere on site before 3.30 pm. This includes the main car park at the front of the school, the small car park off Turnfurlong, and the visitor parking between the wall and the barrier in the Walton Grange (Sports Hall) car park.

## Transport

Bucks County Council no longer provides a 16+ free travel scheme for students who have a full statement of Special Educational Needs or have an education, health and care plan (EHCP), but transport will still be made available at a charge. All other students will need to make their own travel arrangements to get to school. A 'paid-for' transport place on school transport may be available for Sixth Form students, and you should check the Bucks County Council website for further information:

<https://www.buckscc.gov.uk/services/education/school-transport/transport-for-16-19-year-olds/>

When travelling to school on certain public buses, you may be asked to show student ID alongside your bus pass. Mrs Dalby can provide you with a letter to confirm that you are a student at the school. Alternatively, you might want to buy a TOTUM card which is offered by the National Union of Students. You do have to pay for this card but it does entitle you to a wide range of discounts. You can apply for the TOTUM card via its website [here](#).



## Who do I go to if ....?

	Who to go to	Where
I have a problem with one of my subjects	Your subject teacher	
I have a personal problem	Your form tutor or your Head of Year	
I have a medical problem	Your form tutor, your Head of Year or Mrs Nix (Matron)	
I need to talk about my timetable or my subject choices	Your Head of Year	Sixth Form HoY Office
I need to know about the exam procedures or exam timetable	Mrs Burchell	The Exams Office
I have a problem with a bus pass	Front office	Front Office
I need to hand in Good Cause money	Mrs Tomlin	Finance Office
I have a problem with a locker key	Mrs Tomlin	Finance Office
I have forgotten my locker key	Mrs Dalby	Sixth Form PSA Office
I need to hand in something to do with a trip	Finance	Finance Office
I have a Leave of Absence form to hand in	Mrs Dalby	Sixth Form PSA Office
I need to get more printer credits/have a problem with my password	The IT Technicians	The IT office (see map)
I need to find a book for some research	Miss Adams (librarian)	Library
I have moved house, changed my phone number or my home contact	Mrs Dalby	Sixth Form PSA Office
I need some photocopying doing (there is a small charge for this)	Reprographics Technicians	Reprographics (see map)
I need paper for a printer	Mrs Dalby	Sixth Form PSA Office
I feel ill during the day	Mrs Nix	Medical Room
My medical details have changed	Your Head of Year/Mrs Nix	Sixth Form Study Centre/Medical Room
I would like some careers advice	Mrs Sutton/your form tutor, who may refer you to your Head of Year/Head of Sixth Form or Adviza	

**Aylesbury High School Sixth Form**

**Student Agreement** (Please leave in booklet – you will receive a separate copy to sign)

The Student Agreement is intended to give you a clear understanding of what you can expect from Aylesbury High School Sixth Form and what is expected of you in return. Further guidance on procedure can be found in the Student Handbook.

Under this agreement, **Aylesbury High School Sixth Form** aims to provide the following:

- A programme of courses that is matched to your interests and aspirations
- A supportive and challenging environment
- A tutor who monitors your progress and provides guidance in setting targets for improvement
- Support in developing good independent study and coping skills
- Access to expert independent careers advice
- A formal opportunity each year for your parents/guardians to come to school to discuss your progress
- One set of written reports each year and other interim assessments as appropriate

Under this agreement **I will:**

- Accept responsibility for my own learning with the support of my subject teachers and tutor, completing my work by the required deadlines and to the best of my ability
- Use my private study time in and out of school effectively
- Attend all registrations, tutorials and lessons punctually
- Not take holidays during term time
- Request any leave of absence in writing at least one month in advance
- Provide my car registration to Mrs Dalby if I drive to school, and update it if it changes
- Dress appropriately, according to the Sixth Form Dress Code
- Take care of any textbooks issued to me and return them to the Library on time
- Treat the environment, fellow students and staff with consideration and respect
- Make a significant contribution to the life of Aylesbury High School Sixth Form

I accept that if my attendance falls below 90% and/or my progress is causing concern, my position at AHS can be reviewed and formal interventions and loss of privilege can be put in place.

Name (**printed**): ..... (Student)..... (Tutor group)

Signed: ..... (Student)

Date: .....

Signed: ..... (Parent/Guardian)

Date: .....

Signed: ..... (Tutor)

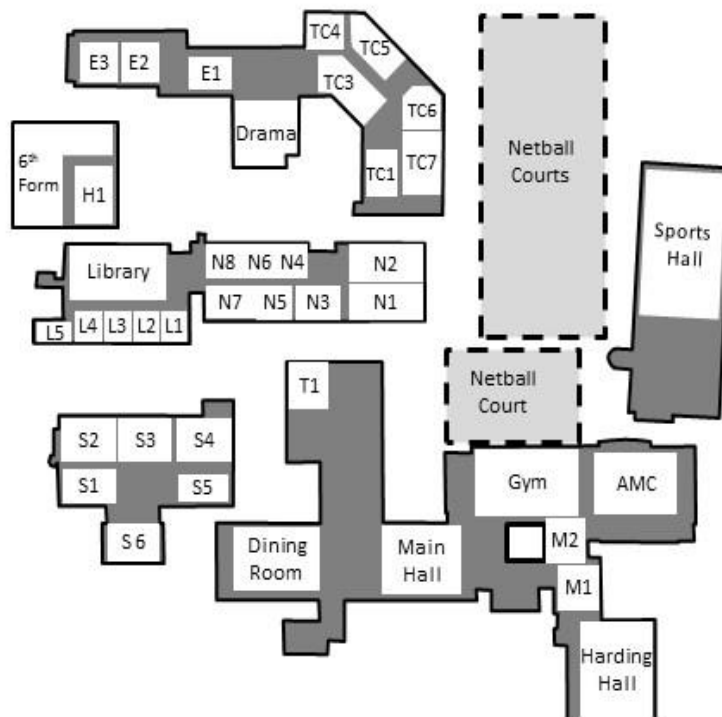
## Your Personal Timetable

Week A								
	T U T O R I A L / A S S E M B L Y	Period 1	Period2	B R E A K	Period 3	Period 4	L U N C H	Period 5
		9:10 – 10:10	10:10 – 11:10		11:30 – 12:30	12:30 - 12:30		2:30 – 3:30
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

Week B								
	T U T O R I A L / A S S E M B L Y	Period 1	Period2	B R E A K	Period 3	Period 4	L U N C H	Period 5
		9:10 – 10:10	10:10 – 11:10		11:30 – 12:30	12:30 -12:30		2:30 – 3:30
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

## School Map

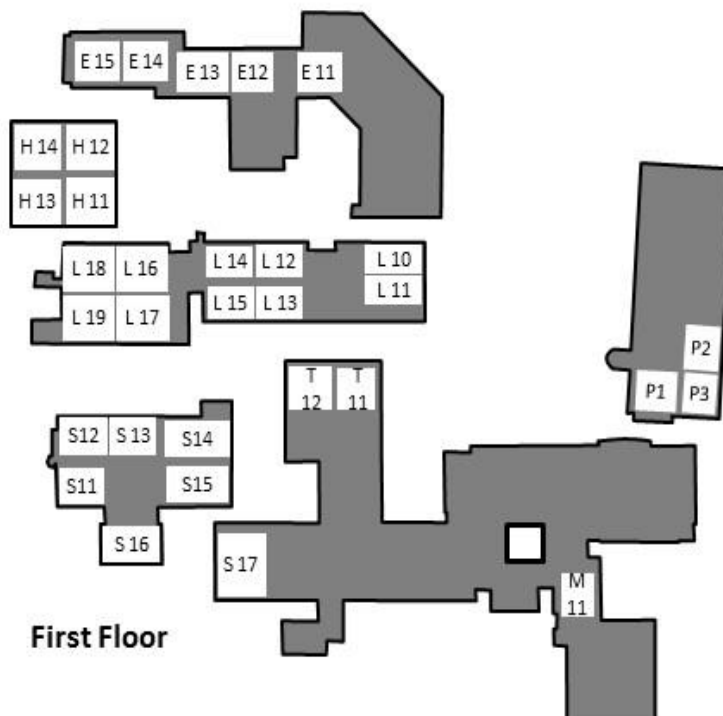
### Ground Floor



### Guide to room numbers:

- Even numbers nearer The Grange
- Odd numbers nearer Walton Road
- Numbers increase towards Turnfurlong

E: English and Drama  
H: History and Sixth Form  
L: Languages and Business Studies/  
Economics  
M: Music  
N: Art and Psychology  
P: PE and RE  
S: Science  
T: Computing, Maths,  
Geography  
TC: Technology and ICT



### First Floor

### Tower Block 2<sup>nd</sup> Floor

T24	T22
T23	T21

### Tower Block 3<sup>rd</sup> Floor

T34	T32
T33	T31