

AYLESBURY HIGH SCHOOL



SIXTH FORM STUDENT HANDBOOK 2021 - 2023

Contents

WELCOME...	3
Sixth Form Calendar Overview	7
How to make most of Sixth Form – by Alice Burchfield, Head Girl.....	8
Timings of the school day	8
Registration.....	9
Assemblies	9
Private Study	9
Broadening the Curriculum	10
The House System	10
Bring Your Own Device (BYOD) and Mobile Phones.....	10
Home study & leaving the school site.....	11
Sickness During the School Day	11
Absence of Teachers & Cancelled Lessons	11
Email and Google Classroom	11
School – Home Communication	12
Transition	12
Pastoral Support Assistant	12
Matron.....	13
Mental Health and Wellbeing Lead.....	13
Examinations.....	14
Student Support	14
Library	14
Attendance.....	15
Planned leave of absence & medical appointments	15
Dress Code	16
Part-time Jobs	17
Smoking and vaping	18
Nut allergies	18
Security of Property.....	18
Privileges	18
Student Academy Awards	18
Examples of good nominations	19
Examples of nominations that will not be processed	19
Sanctions and Detention System	19
Wednesday lunch times for work-related issues:.....	20
Loss of Signing Out Privileges	20
Rules for using the Sixth Form Study Centre.....	20
Toilets	21
Catering	21
Facilities / Charges.....	22
16-19 Bursary Fund Policy.....	22
ParentMail	22
Cashless Catering System	22
Driving	23
Parking	23
Transport.....	24

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.

Our primary ways to communicate information are via email and via the various Google Classrooms in your subjects and areas of interest, and you must make sure that keeping up to date with electronic communications is part of your daily routine. You will also be invited to join the Year 12 Google Classroom which we use to share information with the year group. Your form tutor will also share information with you during morning registration. You will be expected to use your initiative in responding to notices and to be self-sufficient and self-motivated.

If you have any questions which are not answered by this handbook please ask your tutor, any member of the Sixth Form team or a Year 13 student.

We are looking forward to working with you.



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



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



Mr I Ochiltree
Head of Sixth Form
Head of Year 12



Mrs T Dalby
Pastoral Support
Assistant for KS5



Mrs S Nix
Matron



Mrs K Burchell
Exams Officer



Mrs L Westcott
Mental Health and
Wellbeing Lead



Mrs Crafts
SENDCo

The Cabinet



Alice Burchfield
Head Girl
Charity and Community



Beth Podmore
Careers and AGS link



Mia Buckle
Alumni and New Student
Co-ordinator



Keziah Amuwo
Diversity and Co-curricular



Libby Mohan
Student Voice and Eco



Katie Hartmann
Student Leadership and
Wellbeing



Grace Cuddy
Inclusivity and Curriculum

Tutor Groups

Tutor Group	Tutor	Support Tutor	Tutor Room
12A	Mrs A Arber	Mrs K Carpenter	N2
12B	Mrs J Brittain	Mrs H Ellis	S16
12C	Mrs V Burt		S4
12D	Miss B Dyson		S5
12E	Mr S Elcock		S11
12F	Dr D Falls		E12
12G	Mrs R Nicholls		S14
12H	Mrs R Hughes	Mrs S Horton	TC4
12J	Mr J Hobbs		N3
12K	Dr R Weaving		S15

13A	Mr I Annat		H12
13B	Mrs L Jayatillake	Mr J Sayers	N7
13C	Mr C Whitfield	Mr G Sparkes	N6
13D	Dr M Maher		T24
13E	Mrs S Morris		E11
13F	Mrs F Lemonde		L18
13G	Ms L Sowah		S2
13H	Mrs S Hartwell		N1
13J	Mr J Cook	Mrs A Waverley	TC1
13K	Dr J White		S12

Sixth Form Calendar Overview

Year 12

FOCUS	Autumn 2021	Spring 2022	Summer 2022
YEAR GROUP FOCUS	<p>Welcome to Sixth Form Evening</p> <p>Subject Ambassador applications</p> <p>November tests</p> <p>Consultation Evening</p>	<p>Cabinet and House Captain elections</p> <p>Next Steps Evening</p> <p>School leadership applications (Head Girl, Cabinet, House positions)</p> <p>Year 12 Reports</p>	<p>Year 12 exams</p> <p>University open days</p> <p>Future Success day</p> <p>Predicted Grades</p> <p>UCAT for applicants for medicine</p>
TUTOR PROGRAMME	<p>Settling In</p> <p>Study Skills</p> <p>Academic Tutoring</p> <p>Session with Road Safety Officer</p>	<p>“Next Steps” Programme – starting to think about life and opportunities after AHS</p>	<p>Personal Statements</p> <p>Course searching</p> <p>UCAS</p> <p>Research into Employment/ Careers</p>

Year 13

Autumn 2022	Spring 2023	Summer 2023	Post AHS
<p>University and Art Foundation applications</p> <p>Community Involvement</p> <p>University admission tests and interviews</p> <p>Consultation Evening</p>	<p>Year 13 Mock Exams</p> <p>Year 13 Reports</p> <p>University admission interviews (continued)</p>	<p>A Level exams</p> <p>Leavers’ Ball</p> <p>Results Day</p> <p>Confirm ‘next steps’</p>	<p>Work?</p> <p>University?</p> <p>Gap Year?</p> <p>Celebration Tea (December 2023)</p>
<p>Interview technique</p>	<p>Transition into employment, higher education or other opportunities</p>	<p>Getting ready for final exams and transition out of AHS</p>	

I. SCHOOL LIFE:

How to make most of Sixth Form – by Alice Burchfield, Head Girl

The “jump” from Year 11 into Sixth Form can be daunting and overwhelming, especially since everyone around you seems to be stressing about the change from GCSEs to A Levels, but it’s important to realise that everyone is in the same boat. Whether you have been at AHS since Year 7 or have just joined, it’s a new experience for everyone as you’re all doing different subjects and have different teaching groups. There is so much support available to you in the Sixth form, ranging from subject teachers, form tutors, your friends and the Sixth Form team whose offices are in the Study Centre. One of the major things to keep in mind is ensuring you have a healthy balance between school work and other activities.



Sixth Form gives rise to so many leadership opportunities which you can apply for throughout the year such as:

- **Subject Ambassadors** - where you can explore your passion further and assist your department in creating engaging activities for students in all year groups
- **Student Ambassadors** - who help students with their mental and physical wellbeing
- **House Captains** - who assist in organising and encouraging their team to victory in the House Cup
- **Cabinet** - where you work as a team with Senior Leadership to promote and input your ideas for the school. Cabinet is a brilliant opportunity to make a difference in the school and reflect on your experience as a student.

Any of these develop your skill set outside of your academic subjects which would look great on your CV or personal statement.

For me, the best thing about Sixth Form is the opportunities available. Whether it be, exploring your favourite subject in more depth, school trips, Duke of Edinburgh Award and even making a more substantial contribution to the school by taking on a leadership role. My top tip would be not to be too hard on yourself and take each day as it comes. The two years will fly by so make sure you enjoy it and make the most of it!

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 – 9:05	Registration
9:05 – 10:05	Period 1
10:05 – 11:05	Period 2
11:05 – 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 on the sheets at the bottom of the Tower Block 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.

Broadening the Curriculum

Our Sixth Form curriculum encompasses a range of opportunities beyond your chosen A Level subjects. The key elements are our Extension Studies, Current Issues programme and Community Involvement, which are a formal part of your timetable and attendance is obligatory. These aim to broaden your perspective and develop skills which will be valuable when applying to university or for employment. We supplement this with other voluntary activities, like Girls Active, and a range of extra-curricular clubs that you can join and help run. We also have an extensive Duke of Edinburgh programme that you can sign-up to.

The House System

AHS runs a House system to provide a focus for various activities such as Dance, Drama, Music, a range of sports, and plenty more. Winning for your House is a great thing to do, but taking part in House events is also an effective way to make friends with other House members in all year groups. You will also have House Assemblies in which you and your class can take an active role. In these assemblies you will meet your House leaders who are girls from Year 13.

All students joining us for Sixth Form will be allocated a House, and those students that were here in Year 11 will continue to be members of their current House. The six Houses, named after local stately homes, are led by a House Captain and two deputies (elected in Year 12). The houses are Ascott, Claydon, Hughenden, Missenden, Stowe, Waddesdon.

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

<https://www.ahs.bucks.sch.uk/subjects/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.

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 at the bottom of the Tower Block. You are, of course, expected to **sign back in** 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 do not have a taught lesson after lunch you may be given permission to study at home, 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 at the bottom of the Tower Block 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, if she is unavailable, 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 on the Google Classroom, and you will receive notification of this at morning registration. If your lesson is cancelled, then you should go to one of the many study areas to complete the work.

After Christmas in Year 12, if a Period 5 lesson is cancelled, then you may sign out at lunch time to go home.

Email and Google Classroom

As a Sixth Form student you need to get into the routine of checking your school email account on a daily 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 a Year 12 Google Classroom for the whole year group and Google Classrooms will be used to support your work in subjects. There will also be a Google Classroom for your tutor group. You will be issued a joining code, 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 Classrooms 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. For families where neither parent has an email address, paper copies of letters can be provided. However, you must make this clear by contacting Mrs Dalby 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, **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 between 8.30 am and 2.30 pm.

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 or need first aid 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 carry medicines with them at school other than those 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.

Please keep Mrs Nix updated with any changes in medical conditions you may have.

Mental Health and Wellbeing Lead

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 supports students with their mental health and wellbeing. She offers support and advice to students who may need someone to talk to, and signposts students to organisations for further support. You can email Mrs Westcott directly if you wish to make an appointment to see her, or find her in N8 near the psychology department. Mrs Westcott coordinates appointments with the School Counsellor, and works closely with external agencies such as CAMHS and Adult Young Carers.



If you need further information, you may find the following links useful:

Childline : 0800 111	http://www.childline.org.uk
NSPCC: 0808 800 5000	http://www.nspcc.org.uk
Free local counselling service	http://youthconcern.org.uk
Information/counselling for mental health	www.mind.org.uk
CAMHS	www.studentminds.org.uk
	www.youngminds.org.uk
	www.oxfordhealth.nhs.uk
Advice on Eating disorders	www.b-eat.co.uk
Drug and Alcohol Advice	www.addaction.org.uk
	www.talktofrank.com
Gender Identity and Sexuality	www.lgbthealth.org.uk
	www.gendertrust.org.uk
	www.mermaidsuk.org.uk
Local Support/Advice	www.bucksfamilyinfo.org
Young Carers	www.youngcarersbucks.org
Young Adult Carers 16-25 yrs	https://carersbucks.org/information-for-carers/young-adult-carers/
Sexual Health	www.brook.org.uk
	www.tht.org.uk

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.



Student Support

Mrs Crafts is the Special Educational Needs and Disability Coordinator. The SEND team is made up of herself, Mrs Fox and Mrs Lucero and they can be found in L3 and L5 in Support Central. You can access their support via your Head of Year or by dropping in to see them. They provide interventions for those who have a diagnosed difficulty but they are also very keen to provide help to those who are struggling with organisation, exam technique and motivation. It is important that you talk to Mrs. Crafts if you believe you are eligible for Access Arrangements.



Library

Miss Adams is the Librarian.

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.

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. 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.

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 request authorisation for 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 bottom of the Tower Block, 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.

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. This 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

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:

- Coats may be worn when moving around the school site if necessary, but not in registration, assembly, lessons, study periods, the canteen or the Library
- Head coverings are only 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 or ring 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 they have straps at least 6cm wide: spaghetti straps, bra tops and bardot tops are not permitted. No clothing should reveal bare midriffs or backs, so knotted t-shirts are not acceptable
- Dresses, skirts and shorts should be of an appropriate length and not be excessively short
- No tracksuit trousers are allowed and leggings must not be worn as trousers
- Footwear should not be too casual; no flip-flops, sliders or backless shoes
- Denim can be worn, but jeans must be presentable (i.e. not ripped/bleached/frayed/patched)
- Slogans and messages are not acceptable on clothing, and nothing can be on clothing that might cause offence or concern
- 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 not wear trainers, denim and casual clothing
- AHS Sixth Form lanyards must be worn and visible at all times

All our staff have an important role in checking that everyone is observing the code and will 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.

Nut allergies

We have students in school with strong allergic reactions to nuts, so we are a nut-free school. Please do not bring products containing nuts into school as snacks or lunch at any time.

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. Students new to AHS in the Sixth Form will make a one-off payment of £20, which covers the use of a locker and padlock for your time in the Sixth Form. If a padlock is lost, then you will be charged £10 for a replacement. The lockers are large enough to keep your books and files securely, plus small items of personal property. The fee for the locker will be listed on **ParentMail**, please ask your parent/carer to pay for this as soon as possible (see ParentMail section that follows). If you forget the combination on your padlock, master keys can be obtained from Mrs Dalby or your Head of Year.

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?

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 and four winning nominations will be awarded vouchers.

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 8.00 am to 3.45 pm each day.
- The Study Centre is a supervised study space for silent work during lesson time. Supervising staff have full authority to maintain a purposeful working environment and to impose sanctions on those who break the rules. If you need to work in groups you need to go somewhere else, for example an empty classroom.
- 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 during registration each week and are responsible for emptying recycling bins, checking lost property, tidying the space and collecting paper for the printer.

- You may use the kitchen to make a drink at any time, and you may have a drink with you at the tables at any time.
- All spillages must be cleared up immediately.
- Break and lunch time are the only times you may use the microwaves or eat at the tables.
- You must not have food or drinks at the desktop computers at any time, in case of spillages.
- Students need to tidy up after themselves, disposing of any rubbish in the bins or, if clean and suitable, into recycling. All crockery and cutlery must be washed up after use.
- 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

Toilets

Toilets are located in the following places:

- next to the Drama Studio
- at the ground floor entrance to the English block
- next to the Sixth Form Study Centre
- next to Art (N1 and N2)
- beside the Library
- at the bottom of the Science block
- along the corridor between the Tower Block and the Main Hall
- on the second and third floors of the Tower block
- next to L10
- PE block

Catering

The catering in the Dining Room is run by Harrison Catering Services Ltd, who provide a service at Breakfast, Break and Lunchtime.

As well as hot food, every day you will find:

- Freshly made sandwiches, rolls, baguettes, wraps with a selection of fillings including cheese, ham, chicken and beef that are prepared and cooked on site
- Jacket potatoes with a variety of fillings
- A Salad Bar where the choice changes daily
- A selection of drinks, dessert and fruit pots and homemade cakes and biscuits

For full details of what is available at Breakfast, Break and Lunchtime and information on current prices, please look at the school website. If students have a food allergy they are encouraged to speak to the Catering Manager who will be very happy to help decide what they can eat from the menu.

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, 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. 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 Bursar (email: 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.

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

Space restrictions mean that no student parking is permitted anywhere on the school site.

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 on roads neighbouring the school (particularly Turnfurlong), and take care not to block residents' properties or park illegally according to the Highway Code.

Transport

Buckinghamshire 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.

When travelling to school on certain public buses, you may be asked to show student ID alongside your bus pass. Your Sixth Form Lanyard may also be acceptable as proof, but Mrs Dalby can provide you with a letter to confirm that you are a student at the school if required. 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 a face mask	Mrs Dalby	Sixth Form PSA Office
I have a problem with my locker or padlock	Mrs Dalby	Sixth Form PSA Office
I need to hand in something to do with a trip	Finance	Finance Office
I have forgotten my lanyard	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	Reprographics Technicians	Reprographics (see map)
I feel ill during the day	Mrs Nix	Matron's Office
My medical details have changed	Mrs Nix	Matron's Office
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

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.

School Map



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



Tower Block 2nd Floor

T 24	T 22
T 23	T 21

Tower Block 3rd Floor

T 34	T 32
T 33	T 31

Your Personal Timetable

Week A								
	T U T O R I A L M E / A S S E M B L Y	Period 1	Period2		Period 3	Period 4		Period 5
		9:05 – 10:05	10:05 – 11:05		11:30 – 12:30	12:30 1:30		2:30 – 3:30
Monday				B R E A K			L U N C H	
Tuesday								
Wednesday								
Thursday								
Friday								

Week B								
	T U T O R I A L M E / A S S E M B L Y	Period 1	Period2		Period 3	Period 4		Period 5
		9:05 – 10:05	10:05 – 11:05		11:30 – 12:30	12:30 -1:30		2:30 – 3:30
Monday				B R E A K			L U N C H	
Tuesday								
Wednesday								
Thursday								
Friday								