

BOSWORTH ACADEMY OAKS SIXTH FORM

STUDENT HANDBOOK

YOUR TIMETABLE

A Typical Fortnight

The academy runs a two-week timetable with five one-hour lessons each day. Three or four in the morning and one in the afternoon.

These periods make up the 'taught' part of your timetable and add up to 32-40 periods per fortnight.

There could be an additional lesson of Extended Project each week, as well as intervention periods for personal and social education. This course is taught by pastoral staff and higher education tutors to provide you with guidance through the next stage of your career.

In addition to the 'taught' part of your timetable, you will be expected to participate in an enrichment activity. 'Study periods' will be a novelty and should be used for personal study and research. We will expect year 12 students to spend at least one period per week in The Compass and this will be monitored.

Enrichment:

Could involve a placement ranging from working in:

- The academy nursery
- The Compass
- Right to Read (helping primary school children with their reading)
- Support year 7, 8, 10 and 11 students in specific subjects
- Supporting SEN students
- Acting as a Peer Mentor
- Working on a fundraising/community project
- Acting as a student ambassador

Sport

Bosworth Academy has a sporting reputation in which the staff, governors, parents and former students take great pride. When students join the academy therefore, we expect commitment to the establishment in keeping with our tradition and past practice. This means that students who wish to participate in the academy's competitive sport programme are assumed to be available regularly for selection for teams which play regularly on Saturday and mid-week.

Attendance

Regular attendance at and punctuality to, registration and lessons are essential and a letter is always required to explain any absence. 95% attendance is expected at Post 16. If any student's level of absence becomes excessive, we will review the advisability of that student continuing in full time education. It should also be noted that:

- If a student is absent for longer than three days, a doctors note may be requested.
- Initially students are required to stay on site at all times for many reasons, not least contactability in an emergency. The only exception to this are:

Lunchtimes and approved appointments (for all students). On exceptional occasions students may need to leave the site. You should tell your tutor that you will be absent and why. Approved appointments may include driving tests, but not driving lessons; doctors' and dentists' appointments must be arranged to take place after academy hours.

Family Holidays

Your time in the sixth form is remarkably short compared to all you have to do. We cannot state too strongly our view that time taken out for family holidays **at any stage of the year** has a detrimental effect on student progress and we do not view requests of this sort lightly. This is particularly true of the second half of the summer term in Year 12. Progression to Year 13 is not automatic for any student: each student must pass his/her AS/Year 12 exams before going into the final year to take A2s.

Registration

Full and punctual attendance is required of all students and failure to observe the academy's requirements in this respect is regarded very seriously. Lateness and absence are recorded carefully and form an important part of our assessment of a student's progress. **Every request for a reference that we receive, whether for part time jobs or full time careers, asks us to comment on your attendance and punctuality record.** Our computer systems are very precise and enable us to add your exact percentage attendance score to references. Indeed, our attendance system allows us to record your whereabouts in every single lesson. Potential employers and Higher Education Institutions take a very dim view of poor attendance.

Signing In/Out

Please note that if you do arrive late to the academy, you must first sign in at the Attendance Office, then go to your timetabled lesson, even if it has already started. Unless your tutor is informed by you that you have arrived late, you cannot be marked present and you remain on record as absent. If a teacher is absent, or you have a study lesson, you must ensure you have signed in on the relevant signing in register. It is of the utmost importance that you keep this record accurate by adhering to this procedure strictly. In the case of an emergency – or even a fire drill – we must know exactly who is on site. Students who absent themselves from the academy without permission will face serious disciplinary procedures.

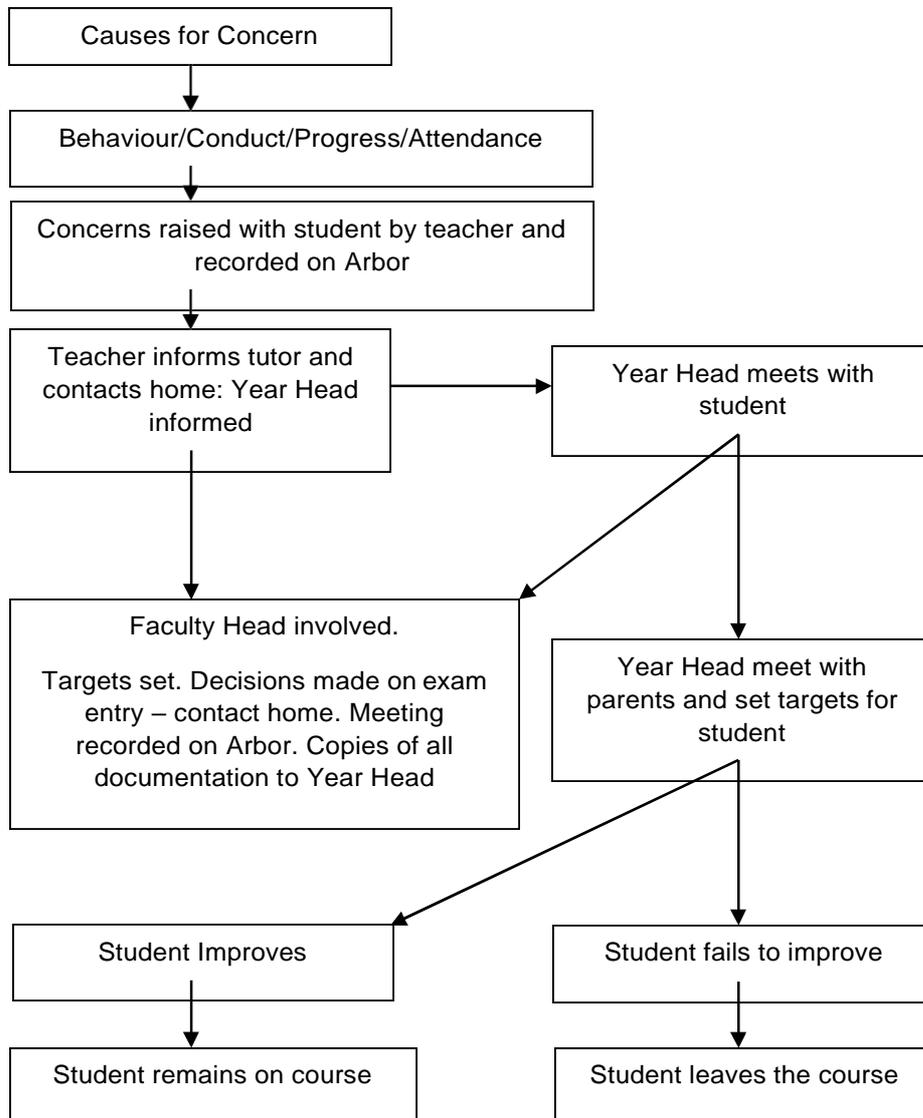
Whenever you need to leave the site at any time, you must sign out so that in the event of fire or if a member of staff needs to speak to you urgently, we have a clear idea of where you are. The system is simple but vitally important:

>>> GO TO THE ATTENDANCE OFFICE TO SIGN IN OR OUT <<<

Please arrange appointments where possible outside of academy hours and driving lessons must **NOT** be arranged in school time.

OUR PROCEDURE FOR FOLLOWING UP CONCERNS

The procedure is as follows:



WHO'S WHO?

The Post 16 Team

Head of Post 16	-	Mrs Louise Holdback (Assistant Headteacher)
Head of Year 13	-	Alison Woolley
Head of Year 12	-	Dr Chloe Stephenson
Post 16 Admin	-	Mrs Lesley Brookes

The School Council Reps

This group represents and promotes your views and opinions to the team. The committee is also responsible for organising events such as the Year 13 Prom and any other fundraising.

Post 16 Year Heads

Each tutor group is assigned a Year Head whose job it is to ensure your academic, social and extra curricular progress are all running smoothly. They will help you out if you have any problems. They work with tutors to make the monitoring system easier and more efficient. They will also provide a link with parents/carers. You should get to know your Year Head as they will be the person (other than your tutor) who will be responsible for writing references and co-ordinating your UCAS application.

Tutor

One of the most important people you will see. Your tutor should be your first contact throughout your time in the sixth form. S/He will get to know you and review your progress on a regular basis.

Counsellor

As an academy we are very lucky to have a counsellor who can help you with any problems you may have regarding anything from relationships to coping with stress. Appointments can be made confidentially.

Support Telephone Helpline – 01708 765200

This service provides emotional support and information relating to other helplines, counsellors and support groups throughout the UK, including helplines and face to face for young people.

You can also contact them via email – info@supportline.org.uk

SUMMARY OF GENERAL INFORMATION AND EXPECTATIONS

- Remember that being in Post-16 means some more privileges but also responsibilities. Staff and other students will expect you to act as a positive role model to younger students, both as an individual and as part of a year group.
- If you arrive late, you need to sign in. This is really important because of our responsibilities for your health and safety.
- If you are ill or have an accident during the academy day, you should go to the Post 16 Office and leave a message with Lesley. If you are ill and cannot attend, you MUST telephone and leave a message for your tutor.
- If you have to go out of Academy make sure you sign out... and back in if you return!
- We expect you to arrive at Academy punctually and to get to your lessons on time.
- You will register with your tutor as usual and attend assembly and intervention periods. However, there are some exceptions and these will be explained by your tutor.
- We do not allow smoking/vaping on the campus by anyone – this applies to Post 16 students aswell.
- The Oaks Post 16 Centre is there for everyone to use, BUT everyone needs to make sure it is left tidy at the end of the day.
- Your progress will be regularly monitored and you will be asked, with guidance, to set your own targets to improve your performance.
- It has been proven that even a small number of absences over a one or two year course can have a large effect on your grades and progress.
- Academy information and weekly Post 16 news are available on the Bosworth Academy Cloud Site (<http://cloud.bosworthacademy.org.uk>), in your tutor room and the post 16 news is also pinned up in the Oaks Study Area.
- Music players are permitted only in the Oaks Area and should not be worn when moving around the rest of the academy. Mobile phones should not be used around the main academy or in The Compass.
- The important contribution that effective use of non-taught periods makes to academic success cannot be over-stressed. The Oaks Post 16 Centre is primarily an educational area and it is therefore important that an atmosphere of quiet study should be cultivated. The Compass and the Oaks Study Area are for quiet study. The Social Area is there for post 16 students to use when they are not in lesson for conversation and relaxation, at the same time as allowing students to continue work if they wish.
- Dice and gambling is not permitted at any time.
- Obviously there should be no alcohol on site and as already noted, smoking is not permitted.

- Mopeds and motor bikes should be parked in the car parks. **Students who wish to bring cars/motor bikes on site must first register them with Main Reception.** Cars will need to be parked well clear of bus lanes.
- All visitors are to report to Main Reception (it is not appropriate for students from other institutions to be on the premises).

Appearance and Conduct

Ensuring the best possible reputation for the Sixth Form is in the interests of all students and as a result we expect students who have chosen to come here to maintain a high standard of personal appearance and conduct both within the academy and in public. Students should bear in mind the following guidelines:

Above all, in their dealings with fellow students, staff and members of the public, students should always be courteous and considerate. Failure to be so will be viewed very seriously by the academy.

Students should ensure they wear a lanyard at all times around the academy.

WHAT TO DO IF?

You Arrive Late

Sign in at the Attendance Office before going to your lesson.

You Want To Book A Holiday

Holidays during term time will not be authorised and could result in a fine.

You Want To Drop A Subject

Discuss this with the relevant teacher. (If this will leave you with only 3 AS subjects you must also see Louise Holdback.) Collect a blue form from the Post 16 Office. Ask the teacher to sign the form and then return it to the Post 16 Office so that you can be taken off the register, if agreed.

You Have An Urgent Appointment

Tell the teacher/s whose class/es you will miss and sign out in the Attendance Office.

You Have A Problem

In the first instance speak to your tutor or Year Head. The admin staff in the Post 16 Office are usually able to help with general problems, but if you feel that you would like to meet with a member of the Post 16 team, they will arrange this for you.

UCAS

When applying to university a personal statement is a vital part of your application. Here is a good example to start you off . . .

For me, there is nothing better than beginning a new book. The journey of discovery, the characters to meet, the ideas to grapple with- it is an adventure. The process of picking up a writer's work, taking what is given to me and analysing the text to draw my own conclusions, is one that I find stimulating. I immerse myself in a wide range of literature; one of my current favourite's is...**description of influences and why they are inspiring...** Using works such as these to further my understanding of myself and the world is my drive to want to study English.

However, I think it is a mistake to trip through any book in blind awe without lucidly picking out the impression the author is trying to create. Studying Maths and Physics at AS level has helped me to ...**Say what and how the subjects have helped you.**

In addition, being a student of History has opened my eyes to the ideas, characters and events of the past. I have found myself gripped by gaining insights into the lives of people over the last few hundred years, and how their actions have shaped the world today. For my personal study, I am investigating the significance of Karl Marx. His theory of 'dialectical materialism', implying that all society and culture is a product of the economics of the time, is one that is truly captivating... **Mention enrichment activities you've been involved in.**

Being selected to take part in a summer school at Pembroke College Cambridge has given me a glimpse of university life. Living and working in a highly academic environment, and the scholarly rigor I would have to take part in, is very appealing. Winning the school prize for English also helped me appreciate that other people like reading my work.

I play in a local cricket team and have qualified as... **Describe extracurricular activities.**

Leading and encouraging the children to develop their skills has without doubt improved my communication skills. This will stand me in good stead for taking part in discussions and writing essays in which I need to convey information clearly and concisely. At the model UN conference at Leicester County Council earlier this year, I had to represent Nigeria politically and talk convincingly with other student delegates.

Say why you want to study this particular subject at University

Finally, I find how English overlaps with other subjects, especially in the arts, irresistible. I want to use these skills acquired at university to enter into journalism, publishing or the media. This is why reading English, a subject that offers so much, is an adventure that I cannot wait to begin.

Your tutor will help you to write your personal statement and has copies of other examples.

So, what do I write?

- 1. Your Course (paragraph 1)**

Show you've researched your chosen course. Why are you interested? What sparked your interest? What specific topics do you enjoy? If you are applying for more than one course try to identify common factors.

- 2. Career Path (paragraph 2)**

If you have an idea of the career path you would like to follow, explain how this course fits.

- 3. Skills From 'A' Level Courses (paragraph 3)**

Discuss all the new skills your chosen subject have equipped you with. These should range from the generic skills such organisation to subject specific.

4. Work Experience (paragraph 3)

Include experience both related and unrelated to your course. Discuss the transferable skills you learnt (communication, time management, planning and problem solving).

5. Personal Achievement (paragraph 4)

Include any personal achievement and what they demonstrate, for example perseverance and commitment.

6. Extra-Curricular Activities (paragraph 5)

You should include activities that support your chosen course, describe any visits you have made: for example, visits to art galleries, the theatre etc. Even if your interests aren't directly relevant it's important to give an impression of your personality, so mention any hobbies or gap year plans.

Finally... Try to end with a sentence which summaries' why the Uni' should give you a place.

POST 16 LEARNING AGREEMENT

We believe that students who choose Bosworth for Post 16 study have made a positive decision to continue their education on a course that is appropriate to their needs.

As A Student You Are Responsible For:

- Finding out about the opportunities that are available to you and accepting advice and guidance about the best learning programme for you.
- Taking responsibility for your own behaviour at Bosworth and whilst engaged in activities associated with the Academy, in order to fulfil all parts of this agreement.
- Respecting the rights of everyone at the Academy and behaving according to the principles of Bosworth's Equal Opportunities Policy.
- Helping to keep the academy a safe and healthy place.
- Taking responsibility for your own learning by participating fully in your studies with the support of subject staff and your tutor.
- Attending sessions regularly and punctually (95% attendance or above is expected) and following the guidance you are given about letting the Academy know that you will be away. After a continuous absence you may be asked to leave the course.
- Catching up with any missed work caused by absence.
- Attempting set tasks and seeking help as appropriate.
- Telling staff, well before a deadline, if you think you are not going to be able to get work in on time and why.

- Keeping all your work safe and presented in the appropriate style for your subject area.
- Telling staff if you have suggestions, problems, concerns or doubts about your choice of subject.
- Using the resources and support set up to help you during your learning programme and beyond.
- Accepting the cancellation of this agreement, resulting in withdrawal from Bosworth Academy, if after investigations it is clear the above conditions have not been satisfied.

As A Student You Have The Right To Expect:

- Information, advice and guidance about the best learning programme for you.
- An agreed learning programme based on a personal timetable.
- A healthy and safe Academy and protection of your rights as set out in Bosworth's Equal Opportunities Policy and under the law.
- Support from the Academy's advisory and counselling services.
- An outline of each part of your learning programme.
- Account being taken of what you already know and can do (with accreditation if available).
- Staff who manage each learning session.
- Full information about how you will be assessed and accredited and any appeals procedure relevant to your programme.
- Clear guidelines about deadlines and expected targets; staff preparing your assessed tasks, including the criteria to be used and help in working on your own.
- Information about support and resources to help you learn and how to use them, including The Compass.
- Feedback on your work, guidance for improving it, and assistance in catching up on sessions you couldn't help missing.
- Regular chances to ask questions check your understanding and comment on teaching and learning styles.
- The support of your tutor, who will give you the chance to talk about how the agreement is working on both sides.

Guidance and advice on how to progress in your studies.

TRACKING YOUR PROGRESS

Year 12

September: You will be given minimum target grades in all your subjects based on your average GCSE Grades.

October: You will receive teachers' comments on your attitude to learning and any concerns. As well as results from initial testing.

December: All subjects will report on your working at grade (WAG), attitude to learning and any concerns. Your parents will be invited to meet with your subject teachers and specific subject targets will be set.

February: You will receive teachers' comments on your attitude to learning and any concerns.

March/April: You will be given a likely outcome grade for each subject. Your parents will be invited to meet with progress staff to set targets for the summer modules if the progress team or senior staff are concerned about your progress.

May/June: End of Year 12 exams.

Year 13

September: Review of end of Year 12 results – new target grades set. Interviews with subject teachers in class to review progress

October: Subject teachers report on AS grades, attitude to learning and any concerns. Your parents will be invited to meet with you and your tutor to set general targets, finalise UCAS/apprenticeship etc.

November/December: All subjects will report on your possible grade achievement, attitude to learning and any concerns. Your parents will be invited to meet with your subject teachers and specific subject targets will be set.

February: You will receive teachers' comments on your attitude to learning and any concerns.

March/April: You will be given a working at grade (WAG) for each subject. Your parents will be invited to meet with progress staff to set targets for the summer modules if the progress team or senior staff are concerned about your progress

May/June: A-Level exams.