

**IMPORTANT
INFORMATION
DUKE'S SIXTH FORM
2020-21**

Key Staff 2020-21

Principal Director Secondary
Deputy Principal

Mr Ruston Atkinson
Mr Ben Line Ext. 371

Head of KS5 and Careers

Mrs Danielle Towers Ext. 370

Sixth Form Tutors

12A Ms A Fear
12B Mrs A Coates

13A Mr Richard Hunter
13B Mrs Louise Gatti/ Mrs Helen Freeman

Faculty Leaders

English
Creative Arts
Humanities
ICT
Maths
Science
Sport
Vocational Studies

Ms Emma Wardle Ext. 328
Mr Selwyn Thompson Ext. 345
Mrs Claire Carter Ext. 358
Miss Lisa Hart Ext. 327
Mr James Butler Ext. 383
Ms Su Fletcher Ext. 323
Miss Amy North Ext. 337
Mrs Michelle Barker Ext. 327

Student support during post 16 study

We pride ourselves on the strong guidance and support that we offer to our students throughout their time at sixth form.

Within Duke's we recognise our moral and statutory responsibility to safeguard and promote the welfare of all of our students. We endeavour to provide a safe and welcoming environment where everyone is respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that affective support, protection and justice is in place.

For a copy of the Safeguarding policy please see the Academy website.

Sixth Form Team

The Sixth Form team are based within the common room and are on hand all day to support students. The team oversee academic progress, attendance, progression, enrichment, tutoring, pastoral issues and concerns.

Within Sixth Form we aim to create an environment where students feel secure, valued and are encouraged to talk in the knowledge that they will be listened to.

Learner Welfare

To support the Sixth Form team, we have a number of staff who have roles dedicated to ensuring that children are safe and those who are able to support in a range of different ways. We also work in partnership with the NHS, CYPS, and other agencies to support our young people.

Within Duke's Secondary School Sixth Form we have three members of staff who are designated safeguarding officers, and any concerns should be reported to either Mrs Gadsby, Mr Line or Mrs Towers. They can be reached on 01670 816111. We also have a Director of Learner Welfare, Mrs Brown, who coordinates our approach in this area across the NCEA Trust. Mrs Brown can also be reached on 01670 816111 or through the email address learnerwelfare@ncea.org.uk

Tutor groups

You will join a tutor group with a personal tutor who will take special interest in your welfare and progression.

You will be required to attend tutor period each day where you will have the opportunity to discuss your progress and any concerns you may have. You will also have the opportunity to take part in a number of PSHE related activities.

UCAS applications

We operate a comprehensive system of support throughout the application process ranging from group tutorials and off-timetable sessions to 1:1 tutoring. Students also have access to the online platform 'Unifrog' and a Google Classroom which supports them to make informed decisions about courses and institutions.

Careers information and guidance

We have an external Careers Adviser and internal Careers Leader who works closely with students in Sixth Form, to support entrance into university, apprenticeship or employment. Careers support ranges from 1:1 meetings, assemblies, CV writing tutorials, employability seminars and in-house careers conferences along with a range of external opportunities.

Enrichment

All sixth form students are expected to take part in enrichment activities two hours per week. The activities are designed to enhance key skills which employers and universities look for. Activities include work experience, Career Ready Programmes, NCEA Sport, Duke of Edinburgh, Arts Award, Languages, Core Maths, in lesson support, GCSE Maths and GCSE English. Students may also choose to take part in enhancement activities such as charity committee, student council, volunteering abroad, summer schools, student or workplace shadowing, enterprise activities, music lessons, first aid, National Citizenship programme and MOOCs (massive open online courses).

Monitoring Your Progress in the Sixth Form

When you enter the Sixth Form your target grades are calculated using your average GCSE score. We regularly review your progress towards your target grades through whole school data captures and pre-public examination periods. Your progress is displayed visually in the sixth form area so you can easily monitor it. Any level of underachievement is quickly identified and intervention put in place to support you to improve.

You will have regular one-to-one tutorials with your subject teachers on a termly basis and your overall progress will be monitored by your Form Tutor and the Sixth Form team. This is to help you achieve your potential.

If you experience problems in any of your subjects you should raise this with your subject teacher in the first instance. If you are still worried you should speak to a member of the Sixth Form team. Any changes you want to make to your programme of study should also be discussed with the team and must be approved by the Vice Principal. Our aim is to ensure that you are guided to maintain a programme of study that will allow you to access your chosen career path.

Study Areas

Independent study periods are spent in the Sixth Form area which provides a comfortable and well equipped environment in which to work. Students have access to large work spaces and are given their own Chromebook when they join the sixth form, allowing them ICT access in all lessons and outside of school.

For those students who wish to work in silence there is also a silent study room timetable which operates throughout the year and students have access to the main school library.

Study areas are also available within each department. In particular, Art and Design students are provided with their own work space within the studio which they are encouraged to use during study periods. This area allows students ready access to equipment and an opportunity to showcase their work.

Homework/ Independent Study

Sixth Form study is different to GCSE study. All sixth form students are expected to partake in much more independent study than previously. Workloads are also higher both at school and at home. As a consequence, study skills such as time management and organisation become increasingly important in order for students to keep on top of their workload. The following information outlines what successful independent study at post 16 entails.

What do I need to know about home study?

Academic courses

Exam board guidelines say that students taking A-level subjects should be carrying out at least 3 hours independent study per subject per week.

Independent study can consist of:

- Re-reading and re-writing class notes
- Using notes to make mind maps or flash cards
- Organising files
- Carrying out additional reading or research
- Attempting past paper questions (accessible through all exam board websites)

Vocational courses

These courses are assessed largely on completion of coursework assignments rather than examinations, although most courses now have an examination module which has to be passed in order to pass the overall qualification. There is not a recommendation of how long a student should carry out independent study per week as there is with academic courses, but those students who carry out more regular and effective study practices are generally those who achieve the higher vocational grades of D/D*.

Independent study can consist of:

- Researching for assignment work
- Writing assignments
- Making suggested corrections to assignment work
- Revising for examined modules

Important note: BTEC rules are now very strict about the meeting of coursework deadlines. If you do not meet a deadline you may fail the course.

Homework/ independent study is a part of Sixth Form life and we expect students to complete all work set and hand it in on time. Students who fail to submit work by the deadline set will be expected to stay in school until 5.30pm to complete it.

Library

The library is open to all students from 8.00am until 4.00pm Monday – Thursday and 8.00am until 3.30pm on a Friday. The library is a quiet place for study/revision as well as giving the opportunity to borrow books for both work and pleasure. There is a wider reading section specifically aimed at sixth form students with resources which have been selected by teaching staff in the English department.

Resources

Students have access to a bank of resources within the sixth form area. These include copies of subject text books, university prospectuses and a careers library. A further careers library is available within the main school library. The sixth form area also houses a careers notice board advertising; apprenticeship, job and work experience vacancies.

Students are provided with their own Chromebook laptop for the duration of their time in sixth form.

Equipment

Students are expected to provide their own stationary and files to organise work. A planner is provided by the school when students arrive in September. The planner is very important as it is used for students to record homework and deadlines as well as specific events that are happening within the sixth form. If a student loses his/her planner they will have to provide their own.

Lockers

Every student has access to a locker. The school has combination padlocks which are available to sixth form students free of charge; however should students lose or damage their padlock they will be expected to pay £5.00 for a replacement.

Praise

Staff can nominate students who have worked well in lessons for 'Sixth Form Student of the Week' and ultimately 'Student of the Year'. A celebration assembly takes place at the end of each term where students are awarded prizes for attendance, extra-curricular activities and work within their subjects.

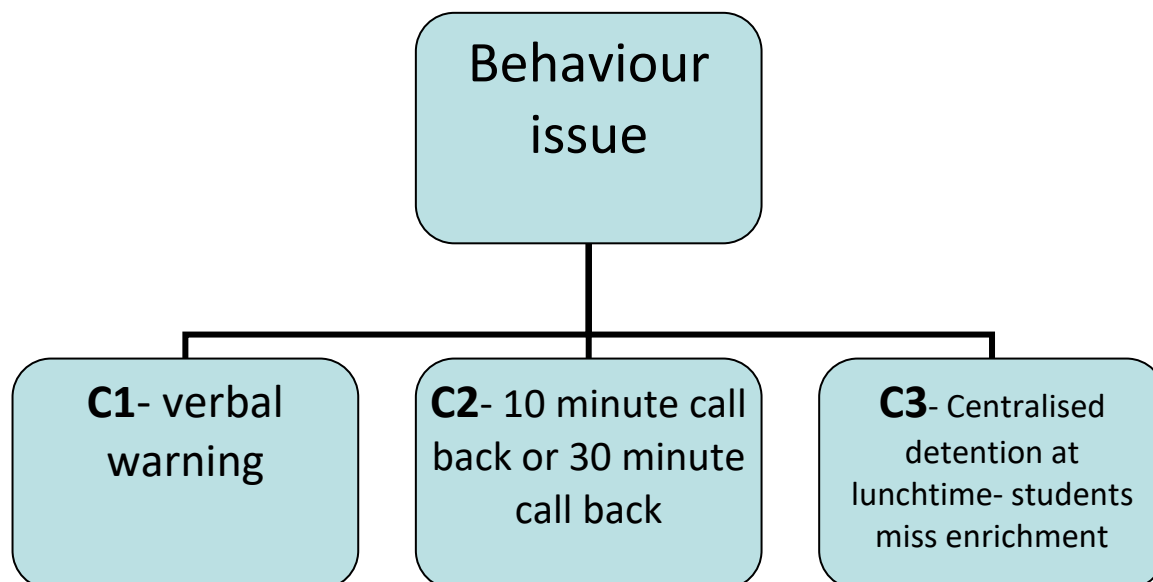
Mobile Phones

Sixth Form students are allowed to use mobile phones in the sixth form area but they are not permitted elsewhere on site. If a member of staff sees a student using a mobile phone during the academic day, it will be confiscated. Phones will be kept in the sixth form safe until the end of the day, when they can be collected. If a student's mobile phone has been taken off them three times, parents/carers will be asked to come into school and collect them.

Repeat offenders will have letters sent home and possibly further sanctions put in place.

Behaviour

Although we do not expect behaviour to be an issue in sixth form, a behaviour policy operates in line with whole school procedures. We expect that all pupils will follow our Code of Conduct and will show that they possess the Student Competencies that go towards making a great learner. Some pupils, however, may choose not to follow the expectations of the school, and a series of sanctions are in place as a consequence for choosing behaviours which prevent our lights from shining.



Detentions

The school tries to give parents/carers 24 hours' notice when keeping students back for after school detentions.

Our behaviour and discipline policy complies with the Department for Education advice for schools:-

'Parental consent is not a requirement for any Academy to keep a child in detention'

If you have any concerns about the detention, please contact your child's Head of Year or the teacher who gave the detention.

Detentions will be issued to students who arrive late. Each Monday sixth form students will be expected to make up any time they were late in the previous week. It is the responsibility of the parent/carer to put provision in place for collecting a student after a detention. Any student arriving late will not be permitted to leave site at lunchtime.

Any student who misses a deadline or does not submit homework on time will be expected to stay that evening until 5.30pm to complete it.

Attendance

Your child's attendance at school is vital to his/her success. It is also compulsory. It is your duty to ensure that your child/children attend school. Our strategy sets out clearly our expectations of parents/carers and the consequences for those who do not meet the requirements.

Your child's target for attendance is 97% which means having no more than 5 days off during the school year. If your child is going to be late or absent from school, please make sure you contact the Sixth Form office on 01670 816111 extension 370 or the attendance office on extension 385. **Medical/dental appointments and driving lessons should not be made in school time.**

Attendance Strategy Summary	
96.1% - 100%	Rewards for tutor groups Selected for trips Celebration board in Sixth Form Area
90.1% - 96%	Support from specialist NCEA staff to improve attendance Head of Sixth Form tracking Regular phone calls 4 week monitoring periods Meetings and attendance panels in school Withdrawal of 16-19 Bursary payment
90% or below	Referral to Academy Education Welfare Officer Further monitoring periods Warning notices- Place in Sixth Form reviewed

Signing In and Out Policy

Morning Registration

- All students should be in school in time for the start of lesson 1 at 8.40am. All students should sign in at the student entrance on arrival
- Any students arriving late should sign in at reception

Break time

- Students are not permitted to sign out during break time

Lunch time

- Students are permitted to go home at lunchtime if they have written permission from their parents
- Students should leave school during the first 10 minutes of lunchtime
- Students returning to school will re-enter the building via the main reception and sign in
- All students who return following lunchtime will be expected to return on time for the start of lesson 5.

Signing out during lesson time

- Any student wishing to sign out during lesson time should do so at the Sixth Form office
- All medical appointments and driving lessons should be made outside of school hours
- Students are permitted to sign out following their last lesson of the day. This privilege will begin following the October half term holiday, for those students with over 95% attendance.

Each half term the sixth form team collect data on the academic progress of students. Any student causing concern as a result of lower than expected progress, behaviour, punctuality or attendance may have their signing out privileges removed. Parents will be informed in writing when this privilege is withdrawn.

Sixth Form Business Dress

Girls – Sixth Form

Tailored dress, skirt or trousers
Shirt or blouse
Blazer or cardigan
Smart shoes
Suits may also be worn
No colour restrictions

Boys – Sixth Form

Smart trousers
Shirt with tie
V neck jumper or cardigan
Smart shoes
Suits may also be worn
No colour restrictions

Sixth form students should remember that they act as role models for younger students and we expect that they will present a clean and tidy appearance at all times, appropriate for a business work environment.

The following items are not acceptable as business dress;

- Trainers, plimsolls or anything similar.
- Hats
- Leggings
- Piercings
- Hooded tops
- UGG boots/ wellies
- Skinny jeans or anything that resembles them.
- Chinos
- Fluorescent coloured clothing
- T shirts/ vest tops

- Tattoos must be covered up

If students are not wearing appropriate uniform they will be asked to wear uniform provided by the school. If students do not comply with the uniform policy they will be sent home to change.

If you have any concerns about buying the wrong types of clothing/footwear please contact Mrs Towers as we do not want parent/carers to spend money on something that is not appropriate to wear.

How to wear the uniform

- All shirts must be tucked in.
- Top buttons on the shirt will be buttoned at all times – if a top button has been removed, students will be asked to sew on a top button
- Ties should be done up to the top.
- Skirts should be of an appropriate length or the students will be asked to rectify it.
- Non uniform items such as outdoor coats and hoodies must be removed when inside buildings and placed in lockers or school bags.
- Caps are not allowed on site, other headgear must be removed within the buildings including hoods.

Hair

Extreme hair styles are not permitted in school. This includes designs shaved into heads or partially shaved heads for girls. Boys are not allowed to have tram lines or any form of patterns shaved into their hair. Outrageous colours such as bright pink, green, blue, red, dipped ends or under colours will not be accepted. Only natural colours will be permitted.

Students who come into the school with such hair colours will be asked to dye their hair back to an appropriate colour. Students who do not conform to the policy will have to complete work in isolation until the colour is changed. Sanctions will be put into place and parent/carers contacted for those students who come into the Academy with partially shaved heads.

Jewellery and Make-up

Sixth Form students are allowed to wear minimal make-up and jewellery. All tattoos should be completely covered and facial piercings are not permitted.

PE

Sport students who do not bring their PE kit into school will have to borrow spare PE kit from the PE department for practical lessons. Members of *DUKE'Ssport* are given the opportunity to purchase official training kit. This can be worn on *DUKE'Ssport* days.

Water

The school provides students with access to water fountains. They are only expected to fill water bottles brought in from home during break times, lunch and independent study periods.

Toilets

Toilets are placed around the school. It is expected that students will make use of these during break times, lunch and independent study periods only and not during lessons. All ground floor female toilets have sanitation bins.

Medicines

The school has a strict policy regarding medicines:

- **No medicine is allowed in the Academy** unless an appropriate agreement to administer medicine form has been completed and approved by the Principal Director. Forms are available from Reception.
- All medicines are kept in a locked cabinet in an Admin Office. If prescribed medicine, we only accept medicine in its original container with the pharmacy sticker attached, showing pupil's name, dosage etc.
- Pupils who keep medicine in school need to bring a drink with them to take their medicine.

- Any pupil found in possession of medication on them will have it taken off them. This is for the safety of all our pupils.

Holidays

Students should not be taken out of the school for holidays during term time, it has a detrimental effect on their education, severely disrupting their progress and impacting on their attainment levels. This not only affects the student who is absent, but impacts on the rest of the class as the staff have to provide extra support to bridge the knowledge gap. Leave of absence will only be granted in exceptional circumstances.

Catering

Our canteen is a cash free zone. There are cash revaluation stations in place throughout the school which students can use to credit money on their account. Lunch costs £2.40 for a main meal and dessert or a main meal and a drink. Students are also able to buy drinks and snacks at break time. For this, extra credit will be required.

For students who are entitled to free school meals, £2.40 per day will automatically be credited to their account and will be accessible from 10.30am onwards. They can add extra credit to this to use at break time for snacks and drinks if they wish by bringing in money and using the revaluation stations.

Students will be told how much money they have left on their account. It is their responsibility to make sure they have enough credit to pay for their meals. Students cannot get change back so if they are given £10 then they will need to place it all onto the system. If a student forgets to bring money in for their dinner or does not have enough credit, every effort will be made to contact the parent/carer to ask for money to be brought in.

Sixth Form students also have access to a separate self-catering facility including a microwave, hot water station and fridges. This is open all day. The balcony is a social zone which gives students the chance to relax and unwind. Students are also permitted to leave the site at lunchtime.

Timing of the Sixth Form Academic Day

All students are expected to arrive before 8.40am.

All students to be in school by 8.40am- first bell		
Start	Finish	Period
8.40	8.55	AM REG
8.55	9.50	P1
9.50	10.45	P2
10.45	11.00	BREAK
11.00	11.55	P3
11.55	12.50	P4
12.50	13.50	Lunch / Enrichment (30 mins each)
13.50	14.45	P5
End of school day 14.45: Mon to Fri (inclusive)		

Post 16 Transport

The Northumberland County Council's Post 16 Transport Policy offers free transport for eligible students. The eligibility criteria is contained within the Post 16 Transport Policy which is published on the Council's school transport web page.

<http://www.northumberland.gov.uk/Education/Schools/School-transport-1/Transport.aspx>

Applications are now open. If you feel your child meets any of the criteria used to determine eligibility for either (i) assistance with transport costs or (ii) travel on school bus services commissioned by the Council then you are encouraged to apply as early as possible. This will ensure students are in receipt of their

travel permit in good time before the start of the new Academic Year in September. A one-off administration fee of £50 is required with each application.

Further information and application forms are available online

https://form.northumberland.gov.uk/form/auto/post_16_student_travel

Drop off by car

The turning circle at the front of the school is reserved for the use of disabled passengers. For all others, please drop off in one of the streets adjoining the school. It is not far for students to walk to the school from the main road, and this helps us to keep a car-free and safe environment around where pupils are moving on foot. After 3.45pm it is possible to enter the turning circle to collect or drop off for evening events. A pass can be arranged if your child has a major issue that means they need to be dropped off at Reception.

16-19 Bursary

The Government currently provides funding for young people aged 16-19 to support participation in post-16 education and training. Students can apply for either a Vulnerable Bursary or Discretionary Bursary.

The bursary is paid to enable students to attend sixth form and expenses will be paid either directly into student's bank account or 'in kind' for example by purchasing travel passes, clothing or books. Students may also apply for support with one off costs such as trips, university visits and interviews.

Students will be given application forms and a copy of the full eligibility criteria when they join the sixth form in September. Once an entitlement is clarified, parents will receive a letter detailing how much students are eligible to claim and how this will be paid.

Policies

School policies can be viewed on our web page: www.dukes.ncea.org.uk

Term Dates 2020-2021

	School closes	School re-opens
Summer 2020	17 July	02 September 2020
Autumn Half Term	23 October	02 November 2020
Christmas/New Year	18 December	04 January 2021
Spring Half Term	12 February	22 February 2021
Easter	26 March	12 April 2021
May Day	04 May	05 May 2021
Summer Half Term	28 May	07 June 2021
Summer 2021	16 July	01 September 2021

Teacher Training Days

01 September 2020
19 February 2021

2 further training day dates to be communicated in September 2020

Students are not expected to attend school on Teacher Training Days



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