

Sir Roger Manwood's School



Year 12

Sixth Form Handbook

2018-2020



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Welcome to the Sixth Form at Sir Roger Manwood's School

We hope that you find your time in the Sixth Form a stimulating and enjoyable experience. Our aim is for you to make the most of the opportunities available to you, so you lay strong foundations for success in your future life, both at university and beyond.

Life in the Sixth Form differs from that in the Lower School and by being a Sixth Former you will enjoy unique privileges, opportunities and responsibilities. We hope that this handbook provides you with a useful overview of what to expect.

Pivotal to your Sixth Form career will be establishing a successful partnership with the Sixth Form team, who will include your Subject Teachers, Form Tutors, Assistant Heads of Sixth Form, Mr Stedman and Mr Outen and of course, your Head of Sixth Form, Mr Rivers. We all want what is best for you, so if you do encounter any problems at any stage during your time in the Sixth Form, please talk to one of us and do not wait.

The success you have already achieved at GCSE means that you should be prepared for the challenges which lie ahead. You have much to gain from and to give to life in the Sixth Form. We look forward to following your progress and supporting you in this exciting and crucial stage in your education.

The Student Learning Agreement, which is at the end of this handbook is intended to give a clear understanding of what you and your Parents/Guardians can expect from the School and what the School expects from you in return. The summary of expectations should be read in conjunction with the more detailed outline given in this handbook. On signing the agreement, you must demonstrate that you have understood your commitment and responsibilities. The signing of this document is your acceptance to abide by these rules and expectations.

The purpose of this Sixth Form Student Handbook is to provide important information of key aspects of Sixth Form life and should be used as a reference manual. This handbook is updated annually, but if over the next year, you have any suggestions for additions or alterations, please let us know.

Remember:

The school website is: www.manwoods.co.uk

The Headteacher - Mr Hunter's email address is: head@srms.kent.sch.uk

The Head of Sixth Form - Mr River's email address is: m.rivers@srms.kent.sch.uk

The Assistant Head of Sixth Form - Mr Stedman's email address is: m.stedman@srms.kent.sch.uk

The Assistant Head of Sixth Form - Mr Outen's email address is: t.outen@srms.kent.sch.uk

The Sixth Form Administrator - Mrs Robertson's email address is: k.robertson@srms.kent.sch.uk

Do not hesitate to get in touch by email, which is the quickest way to communicate. Also consult the website, especially the Sixth Form section for regular information and news.

Who's Who in the Sixth Form?

Mr Rivers – The Head of Sixth Form

Mr Rivers is responsible for the academic performance of the Sixth Form. He supervises Mr Stedman and Mr Outen, who in turn leads the teams of Sixth Form Tutors. He is responsible for the selection and running of the prefect team and is on hand to assist with any problems or queries that you may have. He works with Subject Teachers and Form Tutors to ensure that each student realises his or her potential. He is also in charge of the running of the University Application System and provides advice and guidance on Gap Years and the UCAS Process, including the Oxbridge Applications.

Mr Stedman – Assistant Head of Sixth Form (Year 12)

Mr Stedman deputises for the Head of Sixth Form in his absence. He has a lead role in monitoring academic performance and behaviour. He is in charge of the smooth running of the Buddying and Area Prefects Scheme. He is on hand to assist with any problems or queries that you may have. He works with Subject Teachers and Form Tutors to ensure that each student realises his or her potential. He co-runs the University Application System and provides advice and guidance on Gap Years and the UCAS Process, including the Oxbridge Applications.

Mr Outen – Assistant Head of Sixth Form (Year 13)

Mr Outen also deputises for the Head of Sixth Form in his absence. He has a lead role in monitoring academic performance and behaviour. He is in charge of the smooth running of the Buddying and Area Prefects Scheme. He is on hand to assist with any problems or queries that you may have. He works with Subject Teachers and Form Tutors to ensure that each student realises his or her potential. He co-runs the University Application System and provides advice and guidance on Gap Years and the UCAS Process, including the Oxbridge Applications.

The Sixth Form Year 12 Form Tutors

Your Form Tutor is the person immediately responsible for overseeing your welfare and general progress over the next two years. Accordingly, it is your Form Tutor to whom you should turn to in the first instance if you wish to seek advice, or have a particular requirement or difficulty. Your Form Tutor will help you in the process of learning independently and will play a crucial part in your Higher Education Plans, through the Mentoring Process, as well as assisting in the completion of Application Forms and compiling your Reference.

Mrs Robertson – Sixth Form Administrator

Mrs Robertson runs the administration for the Sixth Form. Her key role is to supervise and manage the Sixth Form Study Area, provide administrative assistance to students with regards to university visits, driving tests and leave of absence. She will monitor attendance and lateness, providing feedback to the Head of Year and Form Tutors. Her role also includes the administration relating to the DoE Scheme.

Pattern of the Academic Year 2018-2019 for Year 12

Dates will be confirmed in September - This is just to give you an overview of the year:

	Year 12
AUTUMN TERM September 2018	<ul style="list-style-type: none"> • Induction Day for Year 12 • Welcome Evening for Year 12 Students and Parents • Appointment of Buddies and Area Prefects • Prospective Year 7 Open Mornings and Open Evening - Attendance is compulsory for Year 12 students who were at SRMS in Year 11. • Year 12 Individual photos
October 2018	<ul style="list-style-type: none"> • Harvest Festival Assembly • Speech Day
November 2018	<ul style="list-style-type: none"> • Assessments issued via School Comms + Tutorial for target setting • Remembrance Assembly • Sixth Form Open Evening – Area Prefects required to attend • Sixth Form Formal Dinner
December 2018	<ul style="list-style-type: none"> • GCSE/A Level Presentation Evening, last week of term – Attendance is compulsory for Year 12 students who were at SRMS in Year 11. • Carol Service
SPRING TERM January 2019	<ul style="list-style-type: none"> • Assessments issued via School Comms – Tutorial for review and target setting
February 2019	<ul style="list-style-type: none"> • Year 12 Students and Parents/Guardians UCAS Evening (incl. talk on finance)
March 2019	<ul style="list-style-type: none"> • Focus on completing all courses and meeting coursework deadlines • (Founders Day – Attendance compulsory for all Year 12 students). • Selection of Prefects
SUMMER TERM April 2019	<ul style="list-style-type: none"> • Assessments issued via School Comms + Tutorial for target setting update • Selection of School Captains
June 2019	<ul style="list-style-type: none"> • Internal Examination weeks • UCAS Induction Day + Advice on Personal Statements • Tutors and Subject Teachers start writing UCAS References
July 2019	<ul style="list-style-type: none"> • Subject Teachers complete writing UCAS References. Tutors will have until September to complete them. • Parents' Evening

Expectations of the Sixth Form

From you, the Sixth Former, the School expects:

- Excellent attendance and punctuality.
- Good study habits, including organisation and the completion of all work set.
- Appropriate use of private study time.
- Background reading and participation in enrichment activities.
- Attendance at all calendared events, including School Assemblies, Remembrance Service, Carol Service, Speech Day and Founders Day.
- At Least five hours of work outside the classroom per subject per week.
- Appropriate balance between school work, part-time employment and socialising.
- The very best behavior and dress sense, according to the Dress Code, as sixth formers must act as positive role models to younger students and excellent ambassadors of the school, to visitors and members of the public.

When you accept a place in the Sixth Form, you automatically agree to accept and abide by our rules, as well as the obligations and expectations that go with it.

From your Parents/Guardians, the School expects them to:

- Ensure your good attendance and punctuality.
- Keep the school informed when appropriate and relevant.
- Monitor the balance between your school work and other interests.
- Monitor your progress by asking to see your work, assessments and reports.
- Be aware of your course requirements.
- Attend Parents' Evenings and other meetings.

You and your Parents/Guardians should expect from the School:

- Provision of an appropriate learning environment.
- Provision of high quality learning opportunities.
- Academic monitoring, mentoring and target setting to assist Sixth Formers in reaching their full potential.
- Identification of underachievement and intervention where necessary.
- Formal and informal reporting to parents.
- Help and advice for Sixth Formers applying to UCAS and other higher educational routes.
- Extra-curricular and enrichment opportunities in and out of school.

The Sixth Form Timetable and the Sixth Form School Day

Your timetable consists of:

- Taught lessons in your A Level academic subjects.
- Enrichment Program comprising of a structured program of talks and activities to broaden your horizons.
- Extended Project Qualification.
- Tutorial (Tg on your timetable).
- Mentoring session (Mg on your timetable).
- A number of autonomous study periods (Zz on your timetable).

Pattern of the day:

8.40am	Registration	Attendance is compulsory, even if you have a free period during period 1. If you are late, you must sign in, in the Sixth Form Study Area or Courtyard. Please read the section on attendance and punctuality.
8.45am	Assembly/Tutor time	
9.00am	Period 1	
10.00am	Period 2	
11.00am	Break	You are not allowed to leave the school site, unless you have sought permission from Mr Rivers, Mr Stedman or Mr Outen in advance.
11.25am	Period 3	
12.25pm	Period 4	
1.25pm	Lunch	You can leave the premises if you have a free period, period 5. For health and safety reasons, you must sign out before leaving the school.
2.10pm	Registration	Attendance is compulsory, if you have a lesson period 5 or if you have chosen to stay on site during your free afternoon.
2.20pm	Period 5	
3.20pm	End of School Day	

Signing in and signing out registers are located in the Sixth Form Study Area for autonomous study periods, as well as for lateness, medical appointments, illness and for driving tests.

Academic Commitments

Attendance at Lessons

Each student must attend all timetabled lessons, arriving on time with all relevant equipment. Evidence shows that poor attendance (less than 90%) almost always leads to poor results. Your teachers will monitor your attendance and punctuality and will report back to Mr Rivers, Mr Stedman or Mr Outen if your attendance becomes a concern. You may go on attendance report as a result. If you know you are going to miss a lesson, it is your responsibility to inform your teacher and to catch up on any work that you have missed. Failure to meet the attendance requirements may result in you ultimately being asked to leave the Sixth Form, or being asked not to continue into Year 13.

Your Courses

For each subject you are studying, you must familiarise yourself from the beginning, not only with the exam board specifications, but also the way it is assessed. Some subjects contain an element of coursework, so you need to ensure you know exactly what work is required of you and when.

Academic Progress

The school expects you to work hard and perform according to your ability and potential. You are expected to respect deadlines and complete coursework, modules or assignments on time. If academic progress becomes a cause for concern, you will be placed on monitoring and support and Mr Rivers, Mr Stedman or Mr Outen, will discuss a strategy to help you improve your rate of progress. Your Parents/Guardians will be kept informed throughout this process. They will be invited in, if the situation does not improve.

The Enrichment Program

The Enrichment Program is run by Ms Noy and offers you a wide and varied range of opportunities to develop the qualities and skills which will be vital to your university and career prospects.

These include opportunities to:

- develop your ability to work and learn more independently
- develop your knowledge and understanding in a range of subjects not offered at A Level
- develop your physical skills.

The Extended Project Qualification

Alongside the Enrichment Program, you will be invited to take part in the Extended Project Qualification. Ms Noy is also in charge of this project, which starts running in the Autumn Term, with the aim for it to be completed by November of Year 13.

The Extended Project Qualification provides an opportunity for you to extend your abilities beyond the A Level syllabus and prepare for university or your future career. It can also be used to earn extra UCAS points.

The Extended Project Qualification is a largely self-directed project, although there is a taught section to begin with. By taking responsibility for the choice and design of an individual project (or an individual role in a group project), you will:

- become more critical, reflective and independent learners
- develop and apply decision-making and problem-solving skills
- increase planning, research, analysis, synthesis, evaluation and presentation skills
- learn to apply new technologies confidently
- demonstrate creativity, initiative and enterprise.

The Extended Project Qualification is not for everyone as it is above and beyond your academic commitment in Year 12 and 13. However, it is strongly recommended for those who are coping well with the Sixth Form academic workload and wishes to extend themselves.

Voluntary Work and relevant Work Experience

We also would like to encourage you to include the equivalent of at least, one period of voluntary action once a week, either in or outside of school (either through the Area Prefect or Buddy Scheme and if at all possible, through self-organised voluntary work or relevant work experience placements) because we believe that this is vital to your development and to the strength of our community.

Many of you already do some kind of volunteering as part of Scouts or Brownies etc. and this will also be totally relevant and will account for this volunteering commitment.

As part of your mentoring sessions with your Form Tutor, you will report and reflect on your volunteering experience and the skills you are developing in the process.

Study time in school - The Autonomous Study Sessions (Free Periods)

Free Periods in the morning

As a Year 12 Student, you will have a number of autonomous study sessions during the week. All free periods are supervised, either in the Sixth Form Study Area or the Courtyard. During this time, you are not allowed to go to any other area without seeking permission first.

Free Period in the Afternoon

If you have a free period timetabled on any given afternoon during period 5 and only by prior arrangement with your Form Tutor, you may go home to study. We do encourage you to stay on site in the Sixth Form Study Area or the Courtyard to make the most of the school's study facilities. The free afternoon is only a privilege and should not be seen as a given right.

How to make the most of your free periods - Come prepared for them!

You should make a point of discussing the most effective use of your study periods with your Subject Teachers, as they, of course, are the people best placed to give you advice. Some of the most effective general strategies include:

- going through your notes and organising them
- getting ahead of yourself and start completing work set that day
- doing extra exercises or questions in the areas that you find most difficult
- reading through teachers' comments on marked work
- doing extra reading around your academic subjects
- doing past papers
- writing essay plans

No appointment or other arrangement should be made on the strength of this privilege. This means you are not to use this free period to book driving lessons or any other appointments. The only exception concerns voluntary work or a work experience placement, with the permission from Mr Rivers, Mr Stedman or Mr Outen.

Should a calendared event take place on an afternoon which you normally have free, you are expected to attend this event. You will not be allowed to go home. Your Form Tutor may also refuse permission for you to leave the site if there are concerns about your academic progress or conduct. If we have reason to be concerned about your academic progress, then you may be required to attend supervised study periods in the Sixth Form Study Area or the Courtyard.

Other Important Commitments

Registration

You must register at 8.40 a.m. with your Form Tutor on all school days, regardless of whether or not you have a study period for period 1. You must be punctual for afternoon registration at 2.10 p.m. Registration is crucial so that staff can monitor who is present throughout the day. This is particularly important if there is a fire drill or especially in the event of an actual fire. As a basic issue of Health and Safety, if you arrive late in the morning, you must sign in at the School Office and inform your Form Tutor of your presence at the earliest opportunity. **Remember that lateness closes at 8.40 a.m.**

If you need to leave the school site for any reason during the day, you will need to notify your Form Tutor and sign out in the Sixth Form Study Area or Courtyard. You will also need to sign in upon your return. If you have a free afternoon, you must also sign out (the register will also be in the Sixth Form Study Area or the Courtyard).

Assemblies

You are expected to attend the following assemblies:

Main Assembly - once a week.

Year Assembly – once a fortnight

Sixth Form Main Assembly, House Assembly and other Special Assemblies – once a fortnight.

	SCHOOL ASSEMBLY (Hall)	YEAR ASSEMBLY (Hall)	STAY IN TUTOR ROOM
Monday	Year 12 (Week A) Year 12 + 13 (Week B)		Year 13 (Week A)
Tuesday		Year 13 (Week A)	Year 12 (Week A+B)
Wednesday	Year 13 (Week A)		Year 12 (Week A+B)
Thursday		Year 12 (Week A)	Year 12 (Week B)
Friday			Year 12 + 13 (Week A+B)

You, with members of your form will work together to deliver an assembly at least once a term during the Year Assembly. Mr Stedman and Mr Outen will co-ordinate this. Please ensure that you participate one way or another in the organisation or delivery of this assembly.

Lateness, Attendance and Absence

Contact time with your teachers is vital to your success in the Sixth Form, so apart from reasons of illness or other exceptional circumstances, you should not absent yourself from school, even with parental permission. Remember that your attendance record will always be referred to in any reference the school is asked to supply to Universities or Employers. Attendance and punctuality are your responsibility. You need to be aware of your attendance figures. Any attendance of less than 95% is an issue, less than 90% is a cause for concern.

If you are repeatedly late arriving to school or to registration, your Form Tutor will first speak to you to get you to rectify the trend. Failure to improve your punctuality record will lead to you being on an Attendance and Punctuality Report. You will lose the privilege of free afternoons as a result and be expected to stay in school until 3.20 p.m. throughout your time on report. Being punctual is an important skill that you must learn to acquire before you join the world of work, as a poor punctuality record at work can often lead to dismissal.

Checking your Attendance Record

Your Head of Year receives a copy of the attendance record of those whose attendance falls below 95% every week. It is your responsibility to ensure that you are not on this list, as this may have serious consequences for you in the Sixth Form. If your general attendance falls below 90%, your Form Tutor and/or your Head of Year will meet with you to discuss a plan of action. A poor attendance record may jeopardise your place in the Sixth Form.

Leaving the Premises

You are expected to be in school for the entire morning session, from 8.40 a.m. until 1.25 p.m. Leaving the premises is not a right, but a privilege. If you have a free period in the afternoon, by prior arrangement with your Form Tutor, **you may go home at 1.25 p.m., but not before.** You must always sign out before leaving the school premises in the Sixth Form Study Area or the Courtyard.

As a Year 12 Student, you are not allowed off the premises during school time, between 8.40 a.m. and 1.25 p.m. No one is allowed to leave the school premises during morning break. If you do go out at lunchtime, you will need to sign out, but please do not bring take-away food back into school. Please also remember to sign back in if you are coming back to your lessons in the afternoon. The signing out folder will be located in the Sixth Form Study Area or the Courtyard. For Health & Safety reasons, it is imperative that you follow the correct procedures, as these registers will be used in the event of a fire or any other emergencies.

Keeping Informed

It is your responsibility to keep yourself informed about all published events and changes to timetable and room allocations. These published events and changes may appear on the school calendar, on notice boards or as notices, which may be read out in assemblies.

Teachers' Absence

Work will always be set if a teacher is absent. You must not assume that you have a free period because a member of staff is absent. You are expected to go to the lesson as planned, where you will receive the work set. **You must remain in the allocated room or area for the duration of the period,** unless the room is a Laboratory.

What to do if you are absent

Why absent:	What to do:
Illness	<p>You will need to phone 01304 613286 on the first day of your absence, or as soon as possible. Let the office know that you are unwell and when you expect to be back at school.</p> <p>You will need to bring a signed letter from your Parents/Guardians when you return and give it to your Form Tutor. Alternatively, your Parents/Guardians can telephone or email the school.</p>
Driving Tests	You will need to complete a yellow Driving Test Notice Form in advance. You will then need to attach a copy of your DVLA appointment letter and give it to your Form Tutor and Head of Year a week prior to the test date.
University Visits	<p>You will need to complete a pink University Open Day Absence Form at least one week prior to your visit. You will also need to have this form signed by your Parents/Guardians and give it to your Form Tutor and Head of Year.</p> <p>A maximum of five working days will be granted for Open Day University Visits, after which, you will need to</p>
Educational Seminars/Workshops or Work Experience, not organised by the school.	You will need to fill in a Leave of Absence Request Form and provide the necessary evidence of the seminar/workshop or work experience. You will also need to provide official documentation or email confirmation.
Emergency Medical Appointment	You will need to bring a signed letter from your Parents/Guardians and attach the official appointment card or letter from your surgery or clinic. Alternatively, your Parents/Guardians can telephone or email the school.
Personal Circumstances	You will need to bring a signed letter from your Parents/Guardians and give it to your Form Tutor. Alternatively, your Parents/Guardians can telephone or email the school

Remember that taking time off during term time to go away on holiday is no longer permitted (Government Regulation) and all requests for holiday during term time will not be authorised by the school. Your absence will appear as an un-authorised absence.

Remember also that the attendance data can now be freely accessed by your Parents/Guardians via School Comms. It is therefore, imperative that you attend and follow all procedures to report absences as this may be detrimental to you in the long run.

Leadership/Enrichment Opportunities

You are encouraged to take on an active leadership role within the Sixth Form through extra-curricular activities. Here are some of the leadership/enrichment opportunities made available to you exclusively in the Sixth Form.

Sixth Form Committee

The Sixth Form Committee is made up of two representatives from each tutor group. It co-ordinates Sixth Form Affairs and makes the views of Sixth Formers known to Mr Rivers, Mr Stedman and Mr Outen. The Sixth Form Committee elects a Chairperson (one of the School Captains), a Secretary, a Treasurer, Social Rep and Leavers Day Rep on their first meeting of the year. The reps from Year 12 and Year 13 tutor groups are elected in the Autumn Term. The Sixth Form Committee meets regularly. It is the responsibility of the reps to feedback to their class what has been discussed or agreed. (One key job of the Sixth Form Committee rep is to collect and record for the Treasurer the annual voluntary contribution to the Sixth Form Committee decided at the first Sixth Form Committee Meeting in September.)

Area Prefects/Library Prefects/Buddies

A fabulous opportunity to develop leadership skills. More details will be given to you in September about these schemes.

- House Captains
- Sports Captains
- Duke of Edinburgh
- Young Enterprise
- Language Leaders

International Opportunities

The Gambia trip, India trip and China trip will provide unique opportunities to discover other cultures through volunteering and teaching in schools. Mr Stedman is in charge of this international dimension, so please speak to him if you want to find out more information.

As well as these leadership opportunities, there are also a number of enrichment activities, such as:

- Choir, Orchestra, Jazz Band, String Group, Rock and Pop
- The Annual School Musical
- Combined Cadet Force
- The Debating Society
- Various Sports Teams
- University Challenge Teams

The Sixth Form Dress Code – (Under Review for 2019)

You are no longer required to wear a school uniform, but the dress code is designed to promote a positive and a respectable image of the school and so you should ensure that your appearance is smart, sober in style, colour and is professional in appearance. Mr Rivers will be the final arbiter of taste and decorum.

BOYS	GIRLS
<ul style="list-style-type: none"> • Black, blue, brown or grey suit (jacket and trousers). Alternatively, smart trousers and a smart shirt of sober colour and appearance are acceptable. • Smart shirt. • A tie and a tailored jacket of sober colour and appearance are not compulsory, but you will be expected to wear both for formal occasions, including Speech Day, Founders Day, Special Assemblies and Carol Services. <p>Important note to remember:</p> <ul style="list-style-type: none"> • No skinny or tight trousers. • No trainers, converse shoes, canvas shoes or Ugg boots. • No sports jackets or hoodies. • No leather or denim. • No shorts. 	<ul style="list-style-type: none"> • Tailored black, blue, brown or grey trouser suit or skirt suit. Alternatively, a sleeved-top, trousers, skirts, dresses or a tailored jacket of sober colour and appearance are acceptable. • Skirts must be no shorter than above the knee. • You will be expected to wear a sleeved blouse, sleeved shirt or a sleeved top and a tailored jacket of sober colour and appearance on formal occasions, including Speech Day, Founders Day, Special Assemblies and Carol Services. <p>Important note to remember:</p> <ul style="list-style-type: none"> • No skinny or tight trousers. • No trainers, converse shoes, canvas shoes or Ugg boots. • No sports jackets or hoodies. • No strappy or revealing tops or bare midriffs to be displayed. • No shorts shorter than above the knee. • No leather or denim.

Sports Fixtures

When a Sixth Former takes part in an away sports fixture, he or she is expected to change into their P.E. kit at the nearest break before departure. Under no circumstances should a Sixth Former come into school dressed in their sports kit.

Prefects and Captains

A Sixth Former is expected to set a good example with their dress code. They are required to wear a prefect badge for the purpose of identification for junior students.

Failure to adhere to the above dress code will result in the Sixth Former being asked to go home and change their clothes and then return to school. A prompt return and a consultation with Mr Rivers, Mr Stedman or Mr Outen will be expected. Failure to return to school will be counted as an un-authorised absence.

How to enjoy a Happy and Stress-free Sixth Form Life

The Sixth Form Study Area and the Courtyard

The Sixth Form Study Area and the Courtyard are designated areas for **silent study and work**. No food or drink, other than water is to be consumed in this area and no music is to be played. It is advisable not to leave any valuables unattended in the area at any time. Please be respectful to others when working in this area as it is for the benefit of the entire Sixth Form and it must be kept clean and tidy. There are around 250 students in the entire Sixth Form, a big number for such a small place. Therefore, you must co-operate if you are asked to pick up litter or help tidy up. You must not make extra work for staff by not clearing up. Please ensure that litter bins and furniture are used appropriately.

Alcohol and Tobacco

Smoking and drinking on school premises are illegal and will result in immediate exclusion. The school premises include the whole of Manwood Road, the intersection with St George's Road and Sandown Road. Remember, that drinking alcohol can seriously lower your academic performance, particularly during examination times. In regards to smoking, it stinks and it can kill.

Cars

You may be likely to take your driving test as soon as you are legally entitled to do so. Therefore, if you have a car, please try to car share, if at all possible. It is cheaper and more environmentally friendly and will help us tackle the issue of cramped parking conditions. Remember to park legally and in a considerate fashion outside the school, with due regard for the safety and convenience of local residents and passers-by. You cannot drive a car within the school grounds at any time on any day during school time. You are not allowed to park in the staff car parks. If you do drive to school, please ensure that you set off in good time to arrive in school by 8.40 a.m.

Part-time Work

You may already have or will hope to have a part-time job. In many cases this can blend in satisfactory with your studies. However, studying for A Levels requires a considerable amount of commitment, alongside private study, with at least five hours of work per subject outside lesson time usually required. Therefore, ensure that you limit your part-time employment to a manageable level. You must let your employer know with plenty of notice that you will be unable to work on the Open Evening in September (for Prefects in Year 13), Speech Day Afternoon (for everybody in Year 12 and 13) and for the Presentation Evening in December (for Year 12 only).

Intellectual and Cultural Opportunities

In the Sixth Form you must endeavor to seek various intellectual and cultural opportunities, e.g. make visits to some local art galleries and theatres, attend lectures and extension workshops in your own time to broaden your interests and become a more interesting person as a result! It would greatly assist those studying French, Spanish or German to spend part of a least one holiday in the appropriate country.

Where to go if you need help

Whatever the nature of your problem, do not wait to seek help.

Academic Problems

- If the problem is one of organisation of your work, for example letting things pile up, missing deadlines or not making efficient use of your study periods, then your Form Tutor will be able to offer you practical help.
- If the problem is one of a specific nature, for example a lack of understanding of a particular topic or a feeling that you are being overloaded with conflicting work deadlines, then talk to your Subject Teachers.
- If you are considering changing courses, then you should discuss your plans with your Parents/Guardians, then with the relevant Head of Department. You must not forget to follow the correct procedure by filling in the **green Subject Changing Form**. **All changes must go through Mr Rivers before being agreed.**

Medical or Social Problems

- If you feel unwell, then you must not just go home. You must report to your Form Tutor, Mr Rivers, Mr Stedman, Mr Outen or the School Office, who will make the necessary arrangements for you to go home.
- There may be times over the next two years when you feel under pressure and stressed. If this situation arises, you must talk to your Form Tutor, Mr Rivers, Mr Stedman or Mr Outen as soon as possible.
- You can also arrange to talk in confidence with the School Counsellor if needed, but please see Mr Rivers first.
- If you do not prefer to discuss your problems in a school environment, then you should consider making an appointment with your GP, or use one of the local Youth Service Help Organisations, there are safeguarding posters in the school and in the Common Room with the relevant telephone numbers on display.

Higher Education

- Your Form Tutor and Subject Teachers are your first source of help and advice.
- More detailed advice can be obtained from Mr Rivers, Mr Stedman and Mr Outen if required.

