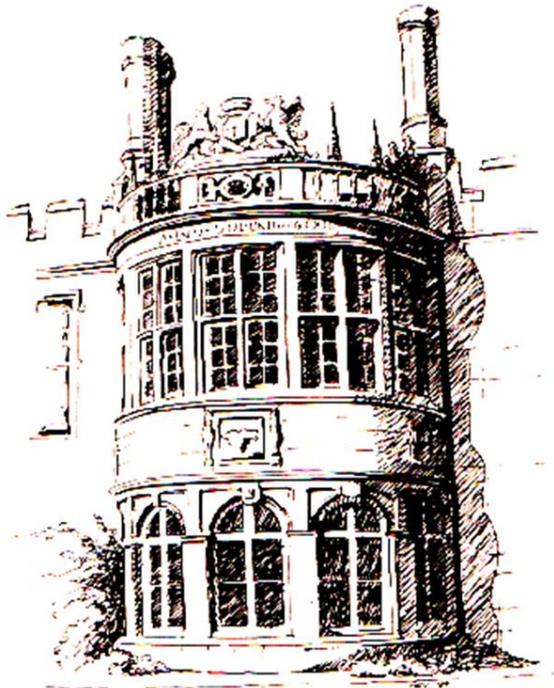




# Hinchingbrooke Sixth Form Student Handbook



**2018 - 2019**

## INDEX

	<b>Page</b>
Sixth form guidance team	4
Tutorials	5
Expectations and standards of dress and conduct for Sixth Form students.	6
Dress Code	8
Absence	9
Hinchingbrooke School Key Dates 2018-2019	11
Enrichment Record Sheet	13
GCSE Results sheet	14
UCAS tariff point score	15
Personal statement guidance	16
Hinchingbrooke House room numbers	17
School maps	18
Blank timetable	20

## THE SCHOOL DAY

8.45 am	Registration [for Years 7 – 11 only]
8.55 am	Period 1
9.55 am	Period 2
10.55 am	<b>Break</b>
11.15 am	Period 3
12.15 pm	Period 4
1.15 pm	<b>Lunch</b>
1.55 pm	<i>[Warning bell in main school]</i>
2.00 pm	Group Tutorial/Form Time Wednesday Week A for Year 13 Wednesday Week B for Year 12 Assembly Wednesday Week A for Year 12
2.30 pm	Period 5
3.30 pm	<b>End of school</b>

# HINCHINGBROOKE SIXTH FORM

School number: 01480 375700

**Absence Number: 01480 375700 ext.5741**

Website address: [www.hinchingbrookeschool.net](http://www.hinchingbrookeschool.net)

## Student Details

**Name:** \_\_\_\_\_

**Tutor Group:** \_\_\_\_\_ **Tutor:** \_\_\_\_\_

**Tutor contact details:** \_\_\_\_\_

### USEFUL PERSONAL INFORMATION:

Centre Number: 22203

Examination Candidate Number: \_\_\_\_\_

UCAS School number: 11203

UCAS APPLY User Name: \_\_\_\_\_

UCAS Tracking number: \_\_\_\_\_

Reminder for UCAS password: \_\_\_\_\_

National Insurance number: \_\_\_\_\_

Driving Licence number: \_\_\_\_\_

Passport number: \_\_\_\_\_

## SIXTH FORM GUIDANCE TEAM

Absence number: 01480 375700 ext.5741

**Mr C Fordham, Head of Sixth Form**

E-mail: [cwf@hinchbk.cambs.sch.uk](mailto:cwf@hinchbk.cambs.sch.uk)

Ext 5745

**Mr T Wheeley, Deputy Head of Sixth Form**

E-mail: [trw@hinchbk.cambs.sch.uk](mailto:trw@hinchbk.cambs.sch.uk)

Ext 5744

**Mrs K Moyes, Deputy Head of Sixth Form**

E-mail: [kfm@hinchbk.cambs.sch.uk](mailto:kfm@hinchbk.cambs.sch.uk)

Ext 5742

**Mrs J Edwards, Sixth Form Student Support Officer**

E-mail: [jce@hinchbk.cambs.sch.uk](mailto:jce@hinchbk.cambs.sch.uk)

Ext 5448

**Miss A Stephensen, Sixth Form Administrator**

E-mail: [upperschool@hinchbk.cambs.sch.uk](mailto:upperschool@hinchbk.cambs.sch.uk)

Ext 5442

**Mrs D Ayres (DA)** SF1 tutor

**Miss S Spikesley (SLS)** SF2 tutor

**Mrs N Akielan (NLA)** SF3 tutor

**Mr P Ingrey (PLI)** SF4 tutor

**Mr B Evans (BJE)** SF5 tutor

**Mr D Tandy (DJT)** SF6 tutor

**Mr P Lloyd (PL)** SF7 tutor

**Mrs S Tomkins (SAT)** SF8 tutor

**Dr S Fradley (SRF)** SF9 tutor

**Mr I McLean (IPM)** SF10 tutor

**Mrs S Haines (SYH)** SF11 tutor

**Mr A Gwynne (AG)** SF12 tutor

**Mr D Reed (DSR)** SF13 tutor

**Mr J Leigh (JDL)** SF14 tutor

**Miss S Dearnaley (SD)** SF15 tutor

**Miss C Findlay (CCF)** SF16 tutor

To contact any staff member by email use their initials as found on your timetable followed by [@hinchbk.cambs.sch.uk](mailto:@hinchbk.cambs.sch.uk)

## WEEKLY GROUP TUTORIAL/FORM TIME

Once a fortnight, Sixth Form students will meet their tutor as a group (Week A for Year 13 and Week B for Year 12). Year 12 will have assembly once a fortnight (week A). Y13 assembly will be arranged on an ad hoc basis but will occur at least once a month. Some assemblies will be for the whole Sixth Form.

In these group tutorials/form times a tutor will address the following:

- **Weekly bulletin:** Dates/activities etc. coming up in the next week
- **Any unauthorised absences:** Students will be expected to provide reasons for these absences during the registration time. Remember: The expectation is that a student will not have any unauthorised absences.
- **Dress code check.** Students not properly dressed will be expected to report the next day in the correct dress.
- **ID badge check:** Students should wear their ID badge and yellow lanyard at all times.
- **Folder check:** Tutors will be asking to look at the organisation of class notes. This will not be done every week.
- **Activity:** Students will complete an activity appropriate to the point in the year.

On the days when there is not a scheduled registration, you may need to meet a tutor for a one-to-one, attend meetings or assembly as required. It is not a time to have paid employment or book driving lessons for example. We will expect you to be available during this time for other activities such as tutor meetings and career talks.

# EXPECTATIONS AND STANDARDS FOR SIXTH FORM STUDENTS

## **Our environment**

We are justifiably proud to be based in an Historic Grade 1 Listed Building. Collectively we are all responsible for keeping the House and grounds in perfect condition. It is not acceptable to drop litter and it is also not acceptable to walk past litter.

We are constantly striving to improve student study and social facilities. If we have high standards of environmental care then we will have high standards in all other aspects of our work together.

***Any accidental damage should be reported to the Sixth Form team immediately.***

## **Ethos and Standards**

- As the most senior students in the school, Sixth Form students are expected to be excellent role models for younger pupils in the school.
- We expect high standards of personal conduct and a commitment to achieving your best in your academic studies.
- Any student who performs below these expectations will be interviewed by their tutor and persistent failure to meet our expectations could lead to dismissal from the Sixth Form by the Head and Deputy Heads of Sixth Form subject to final approval by the Principal.
- Lesson monitor is used by teaching staff to track attitude to learning. This information then forms part of your progress report. The codes are as follows:
  1. Disruptive behaviour/low effort/poor attitude including low level disruption, off-task chat and lack of participation or engagement.
  2. No homework or incomplete preparatory/private study work
  3. Lack of equipment
  4. Mobile phone offence
  5. Personal progress, positive attitude, productive contribution, persistent effort

### **Use of Technology**

- Sixth Form students are required to check and respond to, where appropriate, their e-mails **at least once every day**.
- Under no circumstances must students play music in the ICT rooms without the use of earphones.
- The content of e-mail is regularly monitored. Any form of bullying, harassment, prejudicial comments and inappropriate use of language will be regarded as serious disciplinary offences.
- A number of laptops are available for student use. These must be signed in and out via the Sixth Form Office by the user.
- The use of iPhones and iPads or other similar devices is subject to teacher approval during lesson time. Devices can access the school Wi Fi system after configuration and approval by our ICT technicians.
- Students are obliged to the school's social network policy.

### **Movement around and access to the House**

- Student access to the House is via Nunnery Courtyard.
- Under no circumstances do students use the main wooden staircase.
- Food is not allowed to be brought onto the **first floor or the House Library**.
- Students are obliged to adhere to the schools car parking policy. Permits are available to Year 13 students (for a £2 fee) who travel more than 3 miles from the school.
- On no account may a student bring a car on site without an official permit.
- It is essential that students drive safely at all times otherwise permits will be withdrawn.

### **Bringing medication into School**

It is not advisable for any student to carry medication into school. However, small amounts (e.g. 2 paracetamol) may be brought in for personal use. If larger doses of any medication are required, then students must inform a member of the Sixth Form guidance team that they have this medication on them and it is the responsibility of the student to make sure that they keep the medication safe. Medicines can also be handed into the Medical Room for safe keeping if a student would rather do this.

## Dress code

We pride ourselves on our students aiming for the highest possible standards in their approach to their studies and beyond. One area in which it is a pleasure to see our Sixth Formers excel is in their smart and impressive appearance. We believe that the Sixth Form is a place of work, and that the dress code helps students have appropriate standards when they are here, and trains them for the world of work when they leave. A dress code, rather than a uniform, is a mark of their growing maturity. The overriding guideline is that anything worn must not cause offence and must maintain modesty.

Appropriate for School	NOT appropriate for school
<p><b>For boys:</b> Collared shirts (dress shirts or polo shirts) Smart trousers or chinos Jumper, cardigan or jacket Smart shoes suitable for work, preferably black/brown and polishable</p> <p><b>For girls:</b> Smart tops which maintain modesty (shoulders covered) Smart trousers/chinos, skirt or dress of a modest length Jumper, cardigan or jacket Smart shoes suitable for work, preferably black/brown and polishable</p>	<p>For all students: T shirts Blue, faded or ripped denim (jeans or skirt) Shorts* Trainers, canvas shoes or flip flops Caps &amp; Hoodies Short, stretchy skirts Trainers, canvas shoes No leggings unless worn under a skirt No strappy tops</p> <p><i>*In exceptionally hot weather the Sixth Form team may decide that smart shorts are allowed, especially if the rest of the school has permission to take off jackets and ties.</i></p>

We reserve the right to make judgements on other aspects of dress we regard as inappropriate for the Sixth Form.

The consequences for failing to comply are as follows:

- First time: A warning will be given and a red card issued.
- Second time: A letter will be emailed home stating that any further infringements will result in the student being sent home to change. On return the student is expected to report to the school office to check they are in the correct uniform.
- Every time thereafter: The student will be sent home to change and will be checked in the office on their return. Note that further infringements may result in an escalation of the disciplinary code and could ultimately result in the loss of a place in the sixth form.

## **Sixth Form Work/Life Balance**

We recognise that many sixth form students choose to take part-time paid employment whilst pursuing their academic studies. However, in our professional capacity and based on our experience we feel it is appropriate and necessary to issue the following guidelines:

- *The demands of academic work must take priority at all times.*
- *No paid employment must be undertaken during school hours.*
- *Students should work no more than 12 hours a week during term time*
- *Year 12 students will be allocated Private Study periods which they are expected to attend and sign in for.*

***If it becomes clear that a student's academic progress is being impaired by excessive paid employment then we reserve the right to insist on a reduction.***

## **Attendance**

Students are expected to attend all lessons. If you are leaving from or returning to the site during the day you MUST do so via the gates by reception using your swipe card. If you are missing a lesson you must also sign out in the Sixth Form office so we can update the registers.

As a student of Hinchingsbrooke Sixth Form you will be expected to:

- Attend all lessons
- Be punctual at all times
- Attend assemblies
- Attend all guidance interviews
- Telephone the sixth form absence line, ext 5741, before 10am, of any unexpected absence leaving a clear message to include name, form and reason for absence.
- Provide a Medical Certificate for absences of more than 7 consecutive school days

It is important to understand that if your attendance falls below 90% this may affect progress in examination subjects. This level of absence may trigger a meeting with parents and could result in you being required to pay for examination entries.

Parents/carers will be contacted if your tutor is concerned about your level of absence.

***Year 12 to 13 progression can be seriously affected by poor attendance.***

There are 3 categories of absence:

- i) Authorised in advance
- ii) Unexpected absence
- iii) Unauthorised

**Examples** of these are shown below:

Authorised in advance	Unexpected absence	Unauthorised absence
A medical appointment that <b>cannot</b> be arranged outside school hours	Personal sickness/injury	Driving lessons in lesson time
A religious holiday (max 3 per year)	Severe disruption to mode of transport	Holidays in term time
A visit to a university for either an interview or an open day	Emergency situation	Paid work
Attendance at an event/activity linked with an A level subject		Completing coursework
Driving test		Routine doctor's or dentist's appointment
Funeral		

- If a student knows about an absence in advance then they must complete a **'Request for Absence' form** which is available from the Sixth Form Office or from shared resources on the intranet.
- For any unexpected absence a student must inform the school of his/her absence **before 10am**. Please telephone **01480 375700 ext 5741** and leave a clear message to include name, form and reason for absence. If you are in school and need to leave due to illness etc, please sign out in the signing out book based in the Sixth Form Office.

## IMPORTANT DATES

### Autumn Term

Monday 3<sup>rd</sup> September 2018      Staff Training Day/Year 13 Enrolment Day

Tuesday 4<sup>th</sup> September 2018      Year 12 Enrolment Day

Wednesday 5<sup>th</sup> September 2018      Autumn term starts

Tuesday 11<sup>th</sup> September 2018      Year 12 Information Evening

***Half Term: Monday 22nd October 2018 to Friday 26<sup>th</sup> October 2018***

Monday 29<sup>th</sup> October 2018      Staff Training Day

Tuesday 30<sup>th</sup> October 2018      Year 13 Parents Evening

Thursday 22<sup>nd</sup> November 2018      Academic Review Day Year 13

Wednesday 19<sup>th</sup> December 2018      Autumn term ends

***Christmas Break: Thursday 20<sup>th</sup> December 2018 to Wednesday 2<sup>nd</sup> January 2019***

### Spring Term

Thursday 3<sup>rd</sup> January 2019      Spring term starts

***Half Term: Monday 18<sup>th</sup> February 2019 to Friday 22<sup>nd</sup> February 2019***

Tuesday 5<sup>th</sup> March 2019      Post 18 Parents Information Evening

Wednesday 6<sup>th</sup> March 2019      Year 12 Careers Day

Friday 22<sup>nd</sup> March 2019      Academic Review Day Year 12

Friday 5<sup>th</sup> April 2019      Spring term ends

***Easter Break: Monday 8<sup>th</sup> April 2019 to Monday 22<sup>nd</sup> April 2019***

### Summer Term

Tuesday 23<sup>rd</sup> April 2019      Summer term starts

Thursday 25<sup>th</sup> April 2019      Yr12 Parents Evening

Wednesday 1<sup>st</sup> May 2019      Senior Student Handover Meal

Monday 6<sup>th</sup> May 2019      May Day Bank Holiday

***Half Term: Monday 27<sup>th</sup> May 2019 to Friday 31<sup>st</sup> May 2019***

Thursday 27<sup>th</sup> June 2019      Year 13 Presentation Evening

Friday 28<sup>th</sup> June 2019      Staff Training Day

Monday 1<sup>st</sup> July 2019 to Friday 5<sup>th</sup> July 2019      Year 12 Work Experience

Friday 5<sup>th</sup> July 2019      Summer Ball

Friday 19<sup>th</sup> July 2019      Summer term ends

***A Level Results Day: Thursday 15<sup>th</sup> August 2019***

## Week Rotation 2018-2019

<i>Week beginning</i>	<i>Week</i>
03-Sep	A
10-Sep	B
17-Sep	A
24-Sep	B
01-Oct	A
08-Oct	B
15-Oct	A
<b>Half Term</b>	
29-Oct	B
05-Nov	A
12-Nov	B
19-Nov	A
26-Nov	B
03-Dec	A
10-Dec	B
17-Dec (Mon, Tue, Wed)	A
<b>Christmas Break</b>	
03-Jan (Thurs, Fri)	A
07-Jan	B
14-Jan	A
21-Jan	B
28-Jan	A
04-Feb	B

<i>Week beginning</i>	<i>Week</i>
11-Feb	A
<b>Half Term</b>	
25-Feb	B
04-Mar	A
11-Mar	B
18-Mar	A
25-Mar	B
01-Apr	A
<b>Easter Break</b>	
22-Apr	B
29-Apr	A
06-May	B
13-May	A
20-May	B
<b>Half Term</b>	
03-Jun	A
10-Jun	B
17-Jun	A
24-Jun	B
01-Jul	A
08-Jul	B
15-Jul	A

### Next Year (2019/2020):

Year 13 Enrolment: Monday 2<sup>nd</sup> September 2019

Year 12 Enrolment: Tuesday 3<sup>rd</sup> September 2019

Autumn term starts: Wednesday 4<sup>th</sup> September 2019

# CAS 24 AND ENRICHMENT RECORD

Name of Student: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

Activity	Hours completed	Authorising name and signature	Date

Tutor Signature to confirm completion \_\_\_\_\_

Date \_\_\_\_\_

## GCSE results

Subject	Exam Board	Result

## A Level Subject Exam Boards

It is necessary for you to know your Examination boards. These are different for each subject. Please ask your teachers for details and fill in the table below:

Subject	Exam Board

## UCAS Tariff Point Scores

For more information: <https://www.ucas.com/ucas/undergraduate/getting-started/entry-requirements/tariff/new-tariff-2018>

Extended Project Qualification	AS levels	A levels	Tariff	BTEC (QCF) Extended Diploma	BTEC (QCF) Diploma	BTEC (QCF) Subsidiary Diploma	BTEC (QCF) Certificate
			168	D*D*D*			
			160	D*D*D			
			152	D*DD			
			144	DDD			
			128	DDM			
			112	MMM	D*D*		
			104		D*D		
			96	MMM	DD		
			80	MMP	DM		
			64	MPP	MM		
	A*		56			D*	
	A		48	PPP	MP	D	
	B		40				
	C		32		PP	M	
A*			28				D*
A	D		24				D
B	A		20				
C	B	E	16			P	M
D	C		12				
	D		10				
E			8				P
			6				

## Advice for writing your UCAS Personal Statement

There are roughly four areas you should look to cover in a personal statement:

**1. Reasons for choosing the course**, including background interest in your chosen subject, particular interests in your subject area, career aspirations.

**2. Your academic record**. Specific aspects of the subjects you are studying which are relevant to the degree course for which you are applying (for vocational/ applied subjects there should be more of a focus on employment, voluntary work, experience related to your area of study). What have you got from your chosen subjects?

**3. *Supra-Curricular information***. All the things you have done to advance your interest in a subject beyond what you do in lessons (talks, lectures, visits, trips, summer schools, volunteering, magazines, articles, current affairs etc.)

**4. *Extra-Curricular information***. A short paragraph on sporting, social interests and activities, non-examined subjects studies, details of sponsorship etc. applied for. Reasons for deferred entry and plans, give a flavour of who you are skills, achievement etc. and for future career aspirations.

For more information, see the UCAS website and university websites for their personal statement guides. You will also have a series of tutorials with your tutor to support you in applying to University.

### Not going to University?

University is not for everyone. Other routes may include an Apprenticeship or going directly into employment. These routes do not have a standard application process like UCAS, however, you will still need to demonstrate many of the things listed above for the UCAS Personal Statement.

Please also seek advice from your tutor and Mrs Tanton-Smith, the Careers Advisor for more details and support for Apprenticeship applications.

## ROOMS FOR HINCHINGBROOKE HOUSE

Room number	Name of room & Staff Initials for their offices	PURPOSE
H73		Y12 Common room
H74		Y12 Common room
H49	Old Dining Room	Y13 Student room
H48	Cromwell Room	Teaching room
H47	Wakelin Room	Media room (bookable)
H46	The Library	Y12 Quiet Study room
H45	Chapter House	Teaching room
H44	Pedigree Room	Teaching room
H43	Assembly Room	Assembly/ meetings/ training
H51		Y13 Computer room
H52	Montagu Room	Y13 Quiet Study room
H53	History Room	Y12 & Y13 Computer study room
H54	Vivian Room	IT teaching room
H55	Downes Room	IT teaching room
H56		Teaching room
H57		IT teaching/study room
H58		Teaching room
H59		Y12 & Y13 Silent Study Room
H60	TRW/KFM/JCE/ACS	6 <sup>th</sup> form Office
H61	CWF	Head of 6 <sup>th</sup> form Office
H62		Interview/meetings/teaching
H63		Teaching room
H64	PL	Small office
H65		Teaching room
H66		Teaching room
H67		Teaching room
H67a		Teaching room/IT hub
H68		Social Science base
H56a		Business Studies base
H56b		Careers Office

Please note that some downstairs rooms may be unavailable for use on Fridays if there is a lettings function on the next day.





# TIMETABLE

	<b>Mon A</b>	<b>Tue A</b>	<b>Wed A</b>	<b>Thurs A</b>	<b>Fri A</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					

	<b>Mon B</b>	<b>Tue B</b>	<b>Wed B</b>	<b>Thurs B</b>	<b>Fri B</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					