



Heston

COMMUNITY
SCHOOL



SIXTH FORM STUDENT HANDBOOK

2017 - 2018

A Passion for Learning; Changing Lives

A Passion for Learning; Changing Lives

VISION AND MISSION

VISION

A learning community that provides a safe and nurturing environment, with high expectations, which creates ambitious, resilient, responsible and successful young adults, able and willing to contribute to society. In this community, all stakeholders are valued and contribute to the future success of the School.

MISSION

Our mission is to instil, in all stakeholders, a passion for lifelong learning and the courage to learn from mistakes.

We have four key aims:

1. To develop **Students** who are ambassadors for the School by being positive role models in the community; to develop **Students** who achieve in the top 10% of similar schools and progress to the best universities or jobs.
2. To have **Staff** for whom we are the employer of choice, providing a fulfilling place in which to work and an environment where their contribution is valued.
3. To have **Parents/Carers** who know that Heston Community School cares about the individual needs of their children and for whom the School is the natural choice to entrust the education of their children.
4. To contribute to a **Community** for whom we are the partner of choice in improving the life chances of young adults.

A Passion for Learning; Changing Lives

THE SIXTH FORM TEAM



Mr Michael O'Hagan
Deputy Headteacher



Mr Hywel Evans
Post 16 Learning Coordinator



Ms Simona Cojoc
Post 16 Private Study Supervisor



Ms Joyti Chandegra
Year 13 Learning Coordinator



Mr Alexander Juriansz
Year 12 Learning Coordinator

SIXTH FORM CODE OF CONDUCT

As a Post 16 student you are expected:

- To conduct yourself with integrity and dignity, serving as a role model to younger students
- To treat all students, staff, visitors and local residents with respect and consideration
- To respect the School environment, resources, equipment and act in a safe manner at all times
- To participate fully in lessons, private study periods, enrichment activities and community service
- To complete all work set to the highest standard and by the agreed deadlines, and endeavour to develop independent study skills
- To maintain attendance of 95% throughout the year and excellent punctuality
- To follow the Sixth Form procedures for registering
- To follow established School procedures for reporting absence
- To complete a Leave of Absence Form for planned absences
- To be smartly dressed at all times in accordance with the Sixth Form Dress Code
- To follow regulations for the conduct of examinations and the submission of coursework for assessment
- To present yourself to lessons well prepared with the correct books and equipment, ready to make a worthwhile and valuable contribution.

Post 16 study is more **advanced and specialised** than GCSE. It requires greater and sustained levels of engagement. We want all our students to be successful; coasting will neither be possible nor tolerated.

MOBILE TECHNOLOGY

Mobile phones, tablets and iPods are not to be seen on site. Any mobile technology seen by staff **will be confiscated and will be held in-line with School Policy.**

Personal laptops are permitted to be used in the Sixth Form Centre. Laptops must never be left unattended.

THE SCHOOL CLAIMS NO RESPONSIBILITY FOR ANY PERSONAL EQUIPMENT LOST, DAMAGED OR STOLEN ON THE SCHOOL SITE.

ATTENDANCE

You are expected to maintain a 95% attendance record. Appointments, medical or otherwise, should not be made during School hours. Failure to maintain the expected attendance levels will be challenged and appropriate sanctions applied.

UNIVERSITY OPEN DAYS

Permission must be sought from your Learning Coordinator by submitting a Leave of Absence Form before attending Open Days. Common courtesy would dictate that you inform all the teachers affected by your absence and take responsibility for all the work that you will have missed.

BURSARY

To be eligible to receive a **16-19 Bursary Payment** you must be aged 16 or over, but under 19, on 31 August 2017. You will be expected to submit applications, with supporting evidence, to Mr Evans by Friday, 29 September 2017. More information about the Bursary, including qualifying criteria, will be available from the School.

WORK EXPERIENCE

Though the School does not formally organise work experience, you are strongly encouraged to seek work experience or internships independently. However, this must not interfere with your attendance, punctuality or your academic attainment.

PRIVATE STUDY

You are expected to complete a minimum of one hour of Private Study for every hour of lesson time. This can include, but should not be limited to, homework, reading around the subject and working through Independent Study Guides.

Private Study is up to you to manage and you are strongly encouraged to use the Independent Study Guides to direct your efforts. If you feel that you are struggling to make effective use of your time, please make an appointment with your Learning Coordinator for support.

“You can practise shooting eight hours a day, but if your technique is wrong, then all you become is very good at shooting the wrong way. Get the fundamentals down and the level of everything you do will rise.”

Michael Jordan

PRIVATE STUDY GUIDE

All Curriculum Teams have invested considerable time to create extensive Study Guides to help you focus your time and energy in the right direction. You are expected to bring these to every Private Study lesson.

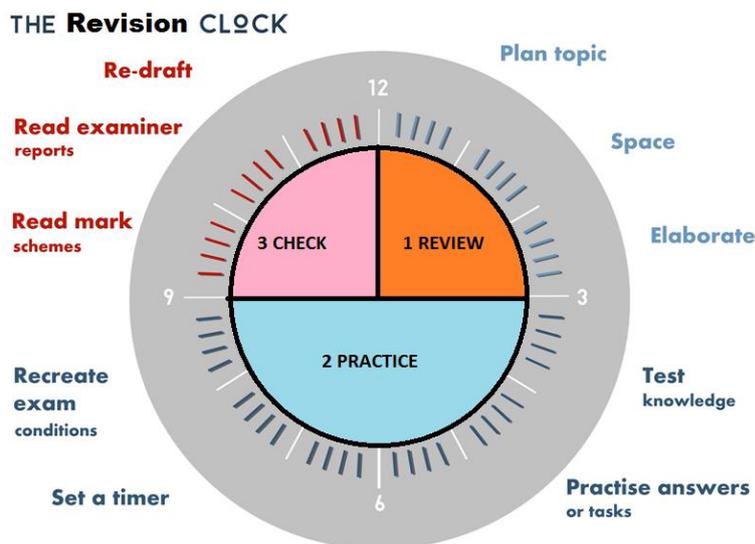
READING AROUND THE SUBJECT

Expanding your knowledge of, and interest in, the subjects within your programme of study is essential to be a successful learner. We encourage you to read articles, essays and books about topics within your course. This is called ‘reading around the subject’ and is an essential skill to be developed before University. Your knowledge can be brought into class and shared with students and teachers to reinforce your points and consolidate your understanding.



REVISION

When it comes to revision, knowing your exam is the key to success. Find past exam papers, find the mark scheme and take time to **practise** – identify your strengths and areas for development so that you can focus your energy on strategies that will support learning and progression.



COMMUNITY SERVICE

Community Service will support your development into a well-rounded, competitive candidate, with the character and skills that will appeal to employers and Universities. Compulsory Community Service opportunities will be organised for all students. You must complete at least 100 minutes of Community Service a week; involving activities ranging from helping staff during lunch-time to working as a Teaching Assistant at Heston or a local Primary school.

NEXT STEPS

The Career Action Planner is designed to help you reflect on your academic performance and identify possible career pathways that best suit you. The Planner will guide you in setting achievable short-term targets to realise long-term goals.

You will be supported in the writing of Personal Statements and UCAS or Apprenticeship Applications. A variety of speakers during the year will offer further insight and guidance. If you would like individualised help you can book an appointment with the Careers Advisor.

PROMOTING HEALTHY LIFESTYLES

The School cares about your physical and mental wellbeing. All Sixth Form students are encouraged to be mindful of the following:

- Fitness** We will be encouraging participation in the Osterley Park Run on Saturdays and operating a Running Club on Fridays after school. We will also be starting a Fitness Club (comprising of activities from weight lifting to Dance) on Tuesdays.
- Sleep** Your minds are still developing rapidly. This means that the average 16-19 year old still needs more sleep than individuals in their 20s or above. To digest what you have learned, to promote mental health and to maintain your energy levels, we recommend a minimum of 9 hours of sleep a night.
- Diet** Diet affects your mood and concentration to a surprising degree. High sugar snacks and energy drinks are burnt through quickly and leave you feeling drowsy and irritable long before your next meal time. The School would encourage you to take your diet more seriously.
- Hygiene** Be conscious of personal hygiene and the impact that this can have on your health and the wellbeing of others. You should ensure that your clothing and your bodies are appropriately clean.
- Mind** You must never be ashamed of admitting the need for support. If you are anxious or stressed, you can talk to your Tutor, Learning Coordinator, Learning Mentor, School Counsellor or School Nurse.
- Sexual Health** If you have any questions or concerns, talk to the School Nurse.

DRESS CODE

As part of our commitment to high standards and pride in our School, our Post 16 students are expected to come to school in smart, professional clothing reflecting what you would expect to wear in an office or business environment. You will be expected to act as a role model for younger students and maintain the excellent reputation that the School has in the local community.



- All Sixth Form students must wear their ID badge at all times
- No facial jewellery
- No jeans, combats, trainers, shorts, leggings, skinny jeans, skirts above the knee, hooded tops, boots etc.
- Students will be sent home to change if their attire is not judged to be appropriate business dress

ANY INFRINGEMENT OF THE DRESS CODE WILL BE CHALLENGED BY STAFF.

SANCTIONS

	STAGE 1	STAGE 2	STAGE 3
Attendance below 90%	Learning Coordinator and Tutor to meet with the student. Agree attendance target as appropriate and monitor for four weeks	Target not met – Learning Coordinator to meet with student and parent to review and agree new target and monitor for four weeks. Attendance report	Target not met – Learning Coordinator to meet with student and parent to relocate all non-contact time [including lunch-time] to the Sixth Form Centre
Attendance below 80%	Learning Coordinator to meet with student and parent to agree attendance target and monitor for 2-4 weeks. Attendance report and a written warning	Target not met – Learning Coordinator to meet with student and parent to agree attendance target, monitor for 2-4 weeks and issue a final written warning	Target not met or a relapse in attendance – Learning Coordinator to meet with student and parent to remove from roll
Failing to register in Sixth Form Centre	Learning Coordinator and Tutor to meet with the student to reinforce expectations. Parents to be contacted	Repeat - Learning Coordinator and Tutor to meet with the student and place on Tutor report. Parents to be contacted	Repeat - Learning Coordinator to meet with the student and parent to relocate all non-contact time [including lunch-time] to the Sixth Form Centre and place on LC report
Breach of the Sixth Form Centre Code of Conduct	Private Study Supervisor to issue 1 st warning	Failure to heed 1 st warning – same day Period 5 & 6 detention issued [if in lesson detention next free afternoon]. Logged on SIMS and parents contacted	Persistent failure to follow Code of Conduct – internal exclusion
Failure to meet Homework or Coursework deadlines	Homework or coursework to be completed during supervised private study time – logged on SIMS and parents contacted	Repeat - Learning Coordinator to meet with student and parent to relocate all non-contact time [including lunch-time] to the Sixth Form Centre	
Failure to follow the Sixth Form Dress Code or no ID Badge	Student sent home to adjust their attire. Same day Period 5 & 6 detention issued [if in lesson detention next free afternoon]. Logged on SIMS	Repeat - Learning Coordinator to meet with the student and parent to reinforce expectations and place on report. Logged on SIMS	
Failure to wear Post 16 ID Badge	Same day Period 5 & 6 detention issued [if in lesson detention next free afternoon]. Learning Coordinator informed		
Allowing or accompanying unauthorised personnel onto the site	Fixed-term exclusion for a serious Safeguarding breach	Repeat – Off roll for a serious Safeguarding breach	

The above are to be read in conjunction with the School Behaviour for Learning Policy.

POST 16 CALENDAR

AUGUST	
A Level Results Day & Enrolment	17/08/17
GCSE Results Day	24/08/17
Enrolment	25/08/17

NOVEMBER	
Parents' Forum	08/11/17
Academic Mentoring Day	14/11/17
Post 16 Open Evening	14/11/17
Cultural Fusion Show	21+23 /11/17

FEBRUARY	
Post 16 Parents' Evening	08/02/18
Late Start - 10:20	19/02/18
Academic Concerns Evening	22/02/18
Half Term	13/02/18

MAY	
Year 12 Academic Concerns Evening	10/05/18
Public Exams begin	14/05/17
Half Term	28/05/18 - 01/05/18

SEPTEMBER	
Year 12 Induction	06/09/17
Year 12 Expectations Evening	06/09/17
Year 13 - Start of Term	07/09/17
Safe Drive	TBC
Year 12 Subject Aptitude Test	25/09/17
Super Learning Day	29/09/17

DECEMBER	
UCAS: Application deadline for all courses	08/12/17
End of Term	15/12/17

MARCH	
Year 13 Photographs	14/03/18
Super Learning Day	19/03/18
Super Learning Day	20/03/18
UCAS: Application deadline for art and design courses	24/03/18
PAPE Showcase	22/03/18

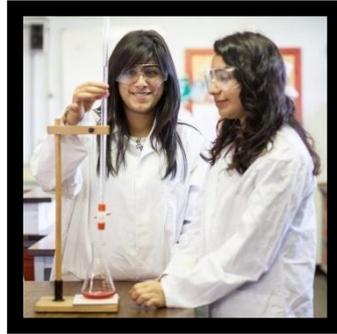
JUNE	
Year 12 Mock re-sits	18/06/18
Staff Training Day	25/06/18

OCTOBER	
Staff Training Day	02/10/17
UCAS: Applications for Oxbridge, medicine and	09/10/17
Data Harvest 1	18/10/17
Careers Fair	19/10/17
Half Term	23/10/17
Late Start - 10:20	30/10/17

JANUARY	
Start of Term	03/01/18
Year 12 Mocks	03/01/18 - 12/01/18
Year 13 Mocks	03/01/18 - 12/01/18
Data Harvest 2	15/01/18
Heston's Got Talent	23/01/18

APRIL	
Easter Break	02/04/18 - 13/04/18
Art Exams	TBC
Data Harvest 3	16/04/18
Year 12 Mocks	30/04/18 - 04/05/18

JULY	
Sports Day	04/07/18
UCAS Parents' Evening	05/07/18
Celebration Evening	10/07/18
Super Learning Day	13/07/18
Geography Residential Week	16/07/18
End of Year	25/07/18



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