

## Quick Guide for Parents to Bishop Wordsworth's School Sixth Form – Academic Year 2017-18

### Contact details

Website [www.bws-school.org.uk](http://www.bws-school.org.uk)

Mr Burnside, Head of Sixth Form [ryb@bws.wilts.sch.uk](mailto:ryb@bws.wilts.sch.uk)

Mrs Wilson, Head of Year 12 [cew@bws.wilts.sch.uk](mailto:cew@bws.wilts.sch.uk)

Mr Endersby, Head of Year 13 [aje@bws.wilts.sch.uk](mailto:aje@bws.wilts.sch.uk)

### Illness

For illness, please either phone 01722 333851 or email [reception@bws.wilts.sch.uk](mailto:reception@bws.wilts.sch.uk) on the morning of absence.

For the absence/holiday request form - see the school website.

### Registration and attendance

Year 12 and Year 13 students are required to attend morning registration at 0845. On Tuesday there is an earlier registration time of 0830 to accommodate School Assembly. All students are also required to register on Wednesday afternoon at 1250 prior to Sixth Form Assembly.

It is vitally important that high levels of attendance are maintained throughout the year. This includes regular attendance at assemblies, enrichment sessions and mentoring meetings.

### Organisation

The Sixth Form Planner should be used as a diary and to record homework assignments and other key dates.

Most work will be completed on A4 paper and kept in files. Files must be well-organised at all times and there will be periodic file checks.

### Independent study

It is expected that Year 12 students should spend about 3-4 hours per subject per week in independent study - a total of 12-16 hours per week. In Year 13 students are expected to commit to 4-5 hours per subject per week.

Independent study is by no means purely about completing homework. Important as it is to meet all homework deadlines and to submit work that reflects the student's full effort and ability - at A Level our students are expected to go beyond this. They must use some of their independent study time to consolidate class learning, learn material, review and organise notes and files and keep up on coursework assignments. Teachers will also expect students to compete further reading where appropriate.

#### 1. Study periods in School

Students are required to use their allocated study periods within School. They may leave School if they have no lessons or study periods on their timetable.

#### 2. Study at home

Students can get a lot of work done during the school day if they use their private study time sensibly. However, private study will inevitably extend outside school hours. Students must establish a work routine at home where students should expect to complete work on week days as well as at the weekend. A quiet place to work, away from distractions, is essential.

### Paid employment

Students must be very careful to prioritise their academic work. However the experience and skills gained from part-time employment are also recognised. Students should establish work routines before committing to paid work and must never take on too much - either Saturday or Sunday work is ample given the need to complete school work on weekday evenings. No more than 8 hours paid work per week should be undertaken.

### Communication with students

Students are required to check their School email messages every day as this is an important means of communication.

### Consultation Evenings and Reports

Tuesday 5th December 2017: Year 12 consultation evening: 5-7.30pm.

Monday 26<sup>th</sup> March 2018: Year 12 by invitation consultation afternoon: 4-6.00pm.

Year 12 reports are issued in November and July.

Students joining BWS from other schools will receive a progress review in October.

### Mock examinations

Year 12 mock examinations are held from 21-25 May 2018.

### Mentor

Your son has an academic mentor who will meet with him every three weeks. It is your son's responsibility to arrange and attend meetings. You are welcome to contact your son's mentor at any time.

### Pastoral concerns

The Sixth Form Office is open throughout the day. In addition, Mr Higson (Senior Tutor) and Mr Parr (Sixth Form Pastoral Officer) are available to students. Mentors also frequently provide pastoral support to their mentees.

### Enrichment, Sport, Community Service and Clubs & Societies

All Sixth Form students are encouraged to take part in healthy sporting activity on Wednesday afternoons. There are also opportunities to help in the local community, a number of enrichment options are also available and are regularly advertised to students. We also host regular talks and other events and visits and a large number of outside speakers visit the School in the course of the year.

### House system

Every Sixth Form student belongs to a House and there are many House competitions throughout the year.

### Leadership

Experience in leadership is possible in a number of ways at School but most obviously through the Prefect system. Applications for prefect roles open in the Spring Term.

### Uniform

Sixth Form students are required to wear smart business dress - a suit in dark or plain grey colour, shirts which are mainly white, grey, blue or black in colour, an appropriate school tie and conventional non-trainer footwear. If a jumper is worn it must be a plain V neck and students must wear their hair neat and tidy (no longer than collar length) in their natural colour. Earrings and similar jewellery should not be worn at any time and students should be clean-shaven.

### Parking

There are no facilities for student parking at School and given the problems and expense of parking on the City, students are strongly advised not to use private vehicles to travel to and from School or between BWS and SWGS. Britford Lane and the Friary must never be used for private parking. Bike shelters are provided on site and Sixth Formers may leave bikes overnight.

### Careers Advice

Mrs Armstrong is the School's independent Careers Adviser. Students can arrange an appointment by emailing her ([saa@bws.wilts.sch.uk](mailto:saa@bws.wilts.sch.uk)) or by completing the interview request sheet in the Sixth Form Office.

### Financial Support - the 16-19 Bursary

Details and an application form are sent home at the start of the academic year. Further details can be obtained at any time from either the Finance Office or the Sixth Form Office.

### Other key events

Citizenship Day (Year 12) on Friday 20<sup>th</sup> October.

Higher Education and Careers Conference (Year 12) on Friday 9th February. Both these events are held on TD days and all Year 12 students are required to participate.

University visit (Year 12) on Wednesday 18th April.

Examination administration is organised by Mrs Glasson. She can be contacted via the School telephone number (see above) or by [jg@bws.wilts.sch.uk](mailto:jg@bws.wilts.sch.uk)

### The School-Student Learning Agreement

The main expectations are set out in this important document, signed by your son and also endorsed by you as parents. A copy of this Agreement can be found in the Sixth Form Handbook.

September 2017.