

Ferndown Upper School

Sixth Form

The Sixth Form Student Handbook



Contents

	Page
Introduction	3
Sixth Form Office	4
The Sixth Form Team	5
Contract of Learning	6
Registration	7
Absence Policy & Procedure	8-9
Entering and Leaving the School Site	10
Punctuality & lateness	11
Independent study, study group & homework	12
Lockers	13
Common Rooms & Sixth Form lounge	14
Dress Code Policy	15
Mobile Phone Policy	16
Lockdown Procedure	17
Fire Drill Procedure	18
Assembly seating plan	19
Transport / Parking	20
Communication	21
Behaviour & Sanctions Policy	22-23
Smoking, Vaping and Illegal Substances	24
Year 12 exams – Continuation grades	25-26
Where to Get Help	27
Computer use policy	28-31
Student Life and Opportunities!	32

Introduction

This handbook has been put together to answer as many of your questions about day-to-day sixth form life as possible. It is yours to keep and should be your reference throughout your time in sixth form.

We will update it every year and issue a new guide with any changes or updates. The school is constantly evolving to meet the ever-changing education environment, and, as such, policies will be reviewed and rules and procedures will change.

A couple of basic things to begin with:

- Check your emails and the notice board in college block daily.
- All holiday must be outside of term time, no exceptions to this.
- Follow the dress code policy outlined later in this handbook.
- If you know you will be absent from lessons you must fill in a yellow 'Request for Authorised Absence' form (found in sixth form office) and pass to Nadia or Mrs Curchin.
- Medical appointments must be booked after school (including after period 6 if you have one) – the only exceptions are hospital appointments. This rule is the same for staff.
- Driving lessons are not permitted during lesson times or free periods.
- The generic sixth form email is: sixthform@fernup.dorset.sch.uk or for absences KerryCurchin@fernup.dorset.sch.uk

Please take the time to read this handbook and understand our expectations. Sixth Form students are held to the highest standards and are the role models for our younger students, as such your behaviour, actions, language must be impeccable at all times.

Sixth Form Office

John Thornton Study Centre

Opening hours 8am-4pm **(3.15pm on Fridays)**

If the door is open, we are available.

- A member of the sixth form team is available every break and lunch time.
- Nadia is in the Sixth Form Pastoral Office all day and will be there for you if you are in distress for any reason.
- Mr Martin and Mr Ling will help you with any concerns you have about your work, academic performance or subject choices.
- If you would like an appointment with the careers advisor, please see Mrs Curchin in the Study Centre; she will make the booking for you. She will also assist you with work experience, attendance queries and general enquiries.
- For help with UCAS or apprenticeship applications, please see Mrs Lloyd-Smith or Mrs Curchin in the Study Centre.

If the door is shut, it means we have a private meeting in progress; these might last up to 45 minutes. There is usually a sign on the door to indicate this. It may also mean that we are currently not in the office.

The Sixth Form Team



Mr Andy Jones
**Head of Sixth Form
& Assistant Head**

Responsibilities:

Sixth Form promotion, vision & prospectus
Funding & retention
Overall performance and attendance analysis
Sixth Form events
Principal Students
Safeguarding



Mr Chris Martin
Head of Year 13

Responsibilities:

Year 13 academic monitoring
(incl achievement and under-performance)
UCAS & Apprenticeships promotion
Sixth Form tutor programme
Year 13 attendance
Safeguarding



Mr Samuel Ling
Head of Year 12

Responsibilities:

Sixth Form enrolment & induction
Year 12 academic monitoring
Year 12 attendance
Student Union
Safeguarding



Nadia Abdulgani
**Sixth Form Pastoral
Manager & Admin.**

Responsibilities:

Sixth Form pastoral support & guidance
Safeguarding
Sixth Form promotional events
Principal Students
Overseas students across the school



Mrs Kerry Curchin
**Careers, Admin &
Study Centre Supervisor**

Responsibilities:

Year 12 Work Experience
Ansbury careers appointments
UCAS & Apprenticeship administration
Study Centre supervisor

Contract of Learning

You will receive a contract similar to this to sign when you start both Year 12 and year 13.

Sixth Form offers you a unique opportunity to develop in a number of important areas:

<i>Personal</i>	To become a more positive and confident young adult.
<i>Study</i>	To develop independent work and study habits appropriate to the 6 th form.
<i>Career</i>	To become more familiar with, and consider more fully, possible career paths.
<i>Social</i>	To become more informed about society, work/life balance and more skilled at dealing with people.

Sixth Form students are expected to:

- Remain on site at all times until an exit pass is issued.
- Demonstrate a positive work ethic and study habits appropriate to a Sixth Form student.
- Participate fully in class work, complete homework on time to the required standard, maintain an independent study log.
- Observe the rules and regulations of the whole school with regard to conduct, attendance, reporting of absence, punctuality and dress.
- Attend: **94%** or higher and receive fewer than **5** late marks in year registration, assembly/briefings, independent study sessions, study groups.
- Engage in positive and respectful relationships with fellow students and teachers.
- Wear identification at all times whilst on site.
- Swipe in every day (and out when appropriate).
- Maintain a full Sixth Form timetable.
- Take responsibility for shared Sixth Form areas, keeping them clean and well maintained.

Signing this contract is a mark of your commitment to the success of your Sixth Form career.

- I have read and understood the Contract of Learning.
- I accept the conditions outlined above.
- I will work and behave according to the requirements stated
- I understand that failure to adhere to the expectations outlined will result in my removal from the school roll and I will have to continue my studies elsewhere.

You will hand in your signed copy of this form to the sixth form office at the start of the year (issued separately).

Registration

- **All sixth form students must attend registration with their tutor every day at 8.25am.**
- Year 14 and Foundation Art students will have individual arrangement in place with their tutor.
- Registration will usually take place in the Hall if there is a briefing. Attendance at briefing is compulsory.
- The notice board in the sixth form block will indicate where, when and who is required for assembly/briefing, you should check this after 8am on Monday.
- Tuesday-Friday registrations - all students must register and engage with the tutor programme.
- All sixth form students are electronically registered for all lessons and any absences are identified for tutors in a report; they will discuss your attendance and log the outcome of that discussion.
- Missing tutor time is the same as missing a lesson and we take a very dim view. Students who repeatedly fail to arrive in tutor time will be sanctioned using the whole school sanction system. The terms and conditions of your contract with us clearly state that 8.25am is the start time for all students.
- Please swipe in with your ID card the moment you are on school site, and the moment you leave. It's imperative that we know who is/is not on site at all times.

Absence Policy & Procedure

- Attendance is a crucial factor in student success. The sixth form team monitors absences closely and will intervene early when problems seem to be developing. Parents will be contacted, targets for improvement will be set and support offered. However, if improvements fail to be made and progress remains unsatisfactory, the student will not be entered for their exams and will be asked to leave the course and sixth form.
- Attendance for all sixth form students should be at the national average of **94%**. **Any** Student whose attendance falls below this will be contacted by the sixth form team for a meeting to discuss reasons for this.
- Attendance is monitored every quarter, any student found to be below the bench mark of **94%** will receive a concern letter from the sixth form office.
- If no improvement occurs or a negative pattern is evident, you will be formally warned in writing and the students will be given notice to improve. You will be invited to attend an attendance meeting with the Head of Year and placed on amber report.
- If no improvement is evident by the next quarter, you will be placed on red report by the head of sixth form.
- If the absence is unexpected e.g. sudden illness, **YOU** must email Mrs Curchin with your symptoms and when you expect to return to school: KerryCurchin@fernup.dorset.sch.uk
- You may self-certify up to 2 days in a row up to a maximum of 8 days of absence per academic year. After the maximum 8 days of self-certification has been reached the student will be required to attend an attendance review meeting to explain the absence. Extended periods of significant absence a medical note will need to be provided.

- The sixth form office should be made aware of any pre-existing medical conditions that you may have and you should arrange a discussion with your head of year to explain what additional requirements you may need.
- The following reasons for absence are **not** authorised:
 - Holidays
 - Driving lessons
 - Shopping
 - Part or full time work
 - Birthdays
 - Any other non-school related activity
- Any absences not notified to the sixth form team are followed up, initially with messages via tutors.
- Any absences not properly explained have to be recorded as unauthorised and these unfortunately have to appear on any references the sixth form office is asked to write for a student. It is in students' interest not to have any unauthorised absences.
- All lessons are electronically registered so any part-day absences need to be treated in same way - completing 'yellow' absence request form, phoning in etc.
- Students receiving 16-19 bursary need to pay particular attention to the need to authorise any absences as they cannot be paid if an N (not present) appears on their attendance report. This includes briefing and tutor time.
- Go4Schools enables you to monitor your own attendance and keep track of it on a regular basis. If you spot any anomalies, please contact Mrs Curchin immediately.

Entering and Leaving the School Site

All sixth form students **MUST** swipe in and out of the building using their ID cards, which **MUST** be worn at all times whilst on site. Every day you must swipe in when you arrive on site. This can be done in either; in the main reception, outside E block or in the college block entrance.

Sixth form students who come in through reception (8.25am-2.40pm) should swipe in and then enter through the student entrance in reception (the door to the right of the reception).

Any student who arrives before morning registration (before 8.25am) can enter through any **student** entrance. They **MUST** swipe in using the box in the entrance of the college block or reception

The double doors to the left of reception are for visitors and staff only. When students are permitted to exit the site during the school day (8.25am-2.40pm) they should exit via **A** block student entrance and go through the music block corridor to tap out in reception.

Sixth form students must not congregate in reception area; this is our front of house and should be kept free and clear at all times.

Year 13 and 14 will be issued with an exit pass and this must be shown to reception every time you swipe out during the day

Staff &
Visitor
entrance



Sixth
Form
Student
entrance

Punctuality & Lateness

Sixth formers are the most senior students in the school; they have autonomy over how they get to school. So, what does this mean?

You are expected, just like any member of staff here, to arrive at work (school) every day by 8.25am.

You must arrive to your lessons promptly. Arrival to your lesson should be within 3 minutes of the bell sounding. 3 minutes is the time it takes to walk slowly from the college block common across the quad room to reception.

Arriving late to a lesson is disruptive to the start and shortens the learning time.

Teaching staff are well within their rights to ask you to wait outside until it is convenient to allow you to join the class.

Sixth formers who arrive late in the mornings will receive the same sanctions as those in the lower school; it is a whole school policy.

- 8.30-8.35am – C1 lateness is recorded
- 8.36- 8.45am- C2 lateness is recorded
- After 8.45am – C3 lateness and 30 min detention issued.
- ***Late Marks should be less than 3 in a year.***

Independent study, study groups and homework

With the exception of coursework based subjects where your study will involve spending all your time on your coursework task, as a general principle in sixth form:

Homework is typically essay practice, assessment work, reading, research, pre-learning, note taking, and set on G4S and teacher monitors/marks. Sanctions are used in the event if a student's not completing or failing to submit **Homework**

Study group – collaborative discussions, presentation practice, and note taking as a group. Takes place in a classroom at a set time. Collaborative where possible. Time to be given for group to feedback on the study group lesson in lesson time each week. This is a compulsory aspect of student life at FUS, it is not optional.

Independent study – individual research out of a textbook, websites, work over and above that all should do but will not be marked other than to check it is happening. Students could complete this in a specific book or keep their work in a separate part of their file. Some teachers have logged the work for this on G4S but it will not be marked. Sanctions will be used if no evidence of independent study can be provided by the student.

Lockers

- Lockers are no longer assigned to students, therefore all the lockers in the college block are **unlocked** for sixth formers to place any items which they do not want to carry around during the day.
- As they are unlocked, **do not leave anything of value in them**, or any work which you think someone may try to copy.
- Any items put in lockers are left at your own risk.
- Lockers will be emptied out over the summer holidays, so make sure you don't leave anything behind.



Common Rooms & Sixth Form lounge

These are available to sixth form students only (no lower school allowed)

- The sixth form lounge area of the café is available for sixth formers to use at **break and lunchtime**.
- The sixth form lounge is **not** to be used during study periods which are timetabled in the Study Centre.
- Common rooms must be kept clean and tidy at all times, dirty dishes etc, should be placed in the dishwasher, swearing and shouting is not acceptable and will not be tolerated, a **C3** will be administered in the first instance.
- Music is **not** permitted during lesson time at all.
- Music is permitted during break and lunch time, but should not be audible outside the common room.
- If the common room is left messy or is mistreated, it will be closed.
- The common room is a social space before school, break time and during lunchtime.
- During lesson times the common room is a place for quiet study only.
- Students spending too much time in the common room will have their work and performance closely scrutinised. This is not a punishment, but more so to check that you are on track and whether you need additional support. Sixth form comes with a heavy workload, so it is unlikely that anyone will have too much 'free' time.

Students may use the large cupboard to store books files, etc... However, you do so at your own risk.

Dress Code Policy

Dress code (applicable to both staff and sixth formers)

We operate a sensible policy in which we ask students to dress appropriately for a school and office-based environment. Most students adhere to our policy and look really smart!

What is acceptable?

- tailored shorts.
- collared shirts, polo shirts or similar (smart).
- hoodies.
- smart jeans/chinos/trousers.
- sensible tops and sensible skirts.
- generally clothing suitable for an office or similar workplace.

What is not acceptable?

- Any top that exposes the midriff, micro and mini skirts, hot pants, beach wear.
- No items of underwear should be visible. Please check that your clothes are not see-through, including trousers/leggings.
- No caps, beanies or hoods worn inside.
- Coats should be removed when inside.
- For health and safety reasons, flip-flop/slider style shoes are not permitted.
- No visible tattoos; students will be required to cover up if they are noticeable.
- Clothing with rude or offensive languages or images.
- Night club style attire.
- Gym wear (including gym leggings and tracksuit bottoms).
- No 'fashion' ripped or scruffy clothing.

**THINK – “If I wore this outfit to work at JP Morgan, would it be acceptable?”
If the answer is no, then it is not appropriate for sixth form.**

Students who are found to contravene this code will be spoken to privately, quietly and discreetly. **They will be asked to leave site at an appropriate time to change into appropriate clothing.** We rarely need to do this though!

Mobile Phone Policy

Zone A – Lesson time (this applies to staff and students alike)

Phones should **not** be visible.

Phones should **not** be checked.

Phones should be on **silent**.

If the phone is seen it will be confiscated for the duration of the lesson and a C3 will be set.

If the phone is heard, you will be asked to put it on silent. If it is heard again it will be confiscated for the duration of the lesson and a C3 will be set.

Using a mobile phone in the common rooms is fine.

Zone B – Study Centres – Library, B8, Art atrium

Phones can be visible – on the table.

Phones can be used to listen to music through headphones if it helps you concentrate.

Phones can be used to research on the internet.

Phones **cannot** be used for **social or entertainment purposes**. For example sending messages, making phone calls and playing games are not allowed.

If you are caught using your phone inappropriately, you will be asked to leave the area and a C3 may be set.

Zone C – Social areas- café and common room, foundation art room

Phones may be visible.

Phones may be used for any purpose except for playing music through the phone speaker or a Bluetooth speaker.

Phones may not be used for any inappropriate purpose. For example, accessing inappropriate sites, images or filming/photographing others (even with their consent).

If a senior member of staff is conducting a school tour you are expected to put your phone away immediately.

Lockdown Procedure

What to do in the event of a lock down situation?

A lock down is declared in the rare event an intruder(s) enters the school site, or there is a significant disturbance.

The lockdown bell rings continuously.

Sixth form students should be aware of the following procedure:

General whole school policy

1. Head teacher will make announcement via the telephone system.
2. In the event of a building lock-down, it is mandatory that all **students and adults remain in the classroom or their office**.
3. Students and adults who are in the hallway are to move into the closest classroom.
4. If the lock down occurs during break and lunchtime, duty staff will direct students to the nearest classrooms.
5. Staff will check hallways for students and direct them to the nearest classroom.
6. Close windows and blinds in the classroom/office and lock the door, if possible.
7. All those present in the room to move to the furthest corner of the room so that they cannot be viewed from the door.
8. Students and adults to remain quiet.
9. Remain in this position until "all clear" is announced via a further telephone message, an email and a senior leader in person.

Common rooms and college block

1. Students who are in the corridors or toilets in college block should, if possible, get to a classroom upstairs and wedge the door shut.
2. Students in the common rooms should wedge the door shut and crouch under the tables to stay out of sight.
3. Students in the upstairs study rooms CB7 & CB8 upstairs should wedge the doors shut and move to the furthest corner of the room

Door wedges are located on the inside wall to the right of the door and are marked by an orange sign.

Fire Drill Procedure

ALL WEATHER SURFACE

TENNIS COURTS

FENCE LINE

40	14End Art	
39	1213R/SHO Mrs Howard	
38	1213R/STR Mr Treuman	
37	1213R/EG-KC Mrs Goldbey/Mrs Churchin	
36	1213THN Mrs Neal	
35	1213TREL Mr Ellis	
34	1213T/CL Mrs Lalani/Mrs Chater	
33	1213T/LSH Mrs Shuttleworth	
32	1213C/FL Mrs Liddard	
31	1213C/OM Mr McVeigh	
30	1213C/MS Mr Shukley	
27	11R/EE Mrs Elliott	
26	11R/APE-CAL Mrs Pereira/Mrs Alderman	
25	11R/BM Mr Myers	
24	10R/CTU-TO Mrs Juddery/Mr Osborne	
23	10R/RGA Mr Gallo	
22	10R/KMD Mrs McDermott	
21	9R/KMA Mr Martinez	
20	9R/ABA Mrs Baker	
19	9R/AHA Mr Heymonds	
18	11T/PST Mr Stevenson	
17	11T/MFR Ms Pratt	
16	11T/AD Mr Dohnan	
15	10T/KH Mrs Hoey	
14	10T/SSI Mr Harvey-Simpson	
13	10T/DLH Mr Hammett	
12	9T/ERL-SEB Mrs Russell/Ms Bird	
11	9T/SJA-FSI Mrs Sims/Mrs Jackson	
10	9T/ASH Miss Hine	
9	11C/SDR-ASH Mrs Drnce/Mr Hynes	
8	11C/LG Miss Giles	
7	11C/EW Miss Wood	
6	10C/KOR-CHA Ms Hardman/Mrs Orchard	
5	10C/MAA Miss Ametts	
4	10C/KWR Mr Wright	
3	9C/RLA Miss Ansley	
2	9C/RHO Mr Howard	
1	9C/KB Mrs Bohanley	
		CHEETHAM
		THORNTON
		READ
		6 th FORM

D Block

6th Form Block

- Student line up in alphabetical order
- Students must remain in silence whilst the register is called by their tutor
- Any persons who are not present but have swiped in will be considered as missing

If you have **mobility difficulties**, then please ensure you have seen the medical officers upon joining sixth form so that they can create an individual evacuation plan for you.

It is essential that all sixth form students swipe in and out every time they arrive on site or leave the site.

If a student leaves the site without swiping out, they show as being present, so a fire rescue team will initiate a search for them. This will endanger firefighter lives in the event of a fire. Failure to swipe in or out is a disciplinary offence for this reason.

Assembly Seating Plan & Houses

TO BE UPDATED SHORTLY

Transport

Driving lessons:

Year 12 Students **should not be booking driving lessons or tests during** school hours 8.25am -2.40pm (or 3.40pm if you have p6).

Year 13s with flexi time permissions may arrange a driving test as long as they do not have any lessons.

You must not book driving lessons during a period 6 lesson.

Parking:

- Students driving to school (car, motorbike, etc) and using the school car park need a **permit** which is obtained from the sixth form office. This can be withdrawn at any time in the event of dangerous or inappropriate behaviour. Please drive carefully.
- If you do not complete a permit, the school or the leisure centre reserves the right to clamp your car; if it is not registered with us then we will assume that it belongs to a member of the public who using the car park without permission.
- The area allocated for student parking is the car park directly in front of school. The top and rear car parks are out of bounds.
- Please don't use cars or the car park as a social space during the school day; you are welcome to use the common rooms instead.
- The advantage of registering your car with us via a permit is that we will be able to contact you immediately if someone witnesses damage to your car.

Communication

- Every FUS student has their own e-mail address provided by the school for the duration of their time with us. Many students have found it useful to link their school email account to their mobile phones or tablets. Staff (teaching and admin including the exams officer) use this as an important means of communicating to sixth formers, so it should be checked daily.
- The whiteboards outside the sixth form office and in the common room are used for general notices and should be checked daily.
- Any paper based administration, such as exam timetables, will be put in you tutor trays in the sixth form office; your tutors will distribute these during tutor time.
- Briefings and registrations are compulsory, as they are such important methods of communicating information.
- The school website has up to date information on events and policy documents.



- **Go4schools** is the main way for you to check your timetables and homework. It is also essential for you to check this regularly (at least 3 times a week!) to look at your punctuality, attendance and, of course, your progress.
- You are expected to be able to see your teachers yourself in the first instance if there is an issue; we will of course help you if the issue is not resolved.

Behaviour & Sanctions Policy

<u>Issue/Concern</u>	<u>Appropriate response</u>
Attendance	
<ul style="list-style-type: none"> Missing a lesson 	C3 – 1 hour
<ul style="list-style-type: none"> Missing a tutor time 	C3 – 1 hour
<ul style="list-style-type: none"> Missing study lesson 	C3 – 1 hour
<ul style="list-style-type: none"> Missing study group 	C3 – 1 hour
<ul style="list-style-type: none"> Signing out of school before time permitted 	C3 – 1 hour
<ul style="list-style-type: none"> Leaving site without permission 	1 days isolation
<ul style="list-style-type: none"> Student's attendance drops below 94% 	Head of year report (amber report) No improvement over agreed time frame (red report head of sixth form)
Punctuality	
<ul style="list-style-type: none"> Arrival at school 	8.30-8.35am – C1 lateness is recorded 8.36- 8.45am- C2 lateness is recorded After 8.45am – C3 lateness and 30 min detention issued.
<ul style="list-style-type: none"> Lesson time 	3 mins after bell – C1 and entry at time convenient to teacher 4-7 mins –C2 and entry at time convenient to teacher Later than
Work	
<ul style="list-style-type: none"> Work not completed to deadline 	C3 – 1 hour
<ul style="list-style-type: none"> Repeated failure to prepare for lessons 	C3 – 1 hour
<ul style="list-style-type: none"> Repeated failing to bring a folder/notes 	C3 – 1 hour
<ul style="list-style-type: none"> Failing a mock exam/test 	C3 – 1 hour
Behaviour	
<ul style="list-style-type: none"> Smoking/Vaping 	Minimum full day internal exclusion

• Physical bullying	Minimum Day's internal exclusion
• Verbal bullying	Minimum Day's internal exclusion
• Unauthorized Use of mobile phones in lesson • Swearing	C3 disruption & Phone confiscated and collected at the end of the lesson Minimum Day's internal exclusion
• Rudeness to staff	Minimum Day's internal exclusion
• Rudeness to student	Minimum Day's internal exclusion
• Refusal to comply	Minimum Day's internal exclusion
• Inappropriate behaviour around the school and site	C3 1 hour – fixed term exclusion
Uniform	
• Inappropriate dress	Private conversation with student about the dress code, send home to amend clothing Day's internal exclusion – if repeatedly contravenes the code
General behaviour and performance issues	
• Inappropriate use of the common rooms	C3 – up to exclusion
• Breaking ICT code of conduct	C3 – up to exclusion
• Excessive accumulation of C3 detentions (3 or more per half term)	Internal exclusion
• Student is underperforming in 2 or more subjects	Head of year report (amber) No improvement over agreed time frame (red report head of sixth form)
• Students fails to comply/meet terms of red report	Permanent exclusion
• Student fails 2 End of year finals	Full academic review with head of year, continuation on to 2 nd year of course unlikely and options including leaving FUS discussed.
• Student fails all 3 End of year Finals	Full academic review with head of year, No access on to second year of course and options including leaving FUS discussed.

Detentions

Sixth Form students must sign in to detention with Mrs Curchin or it won't be logged.

Smoking, Vaping and Illegal Substances

Smoking/Vaping

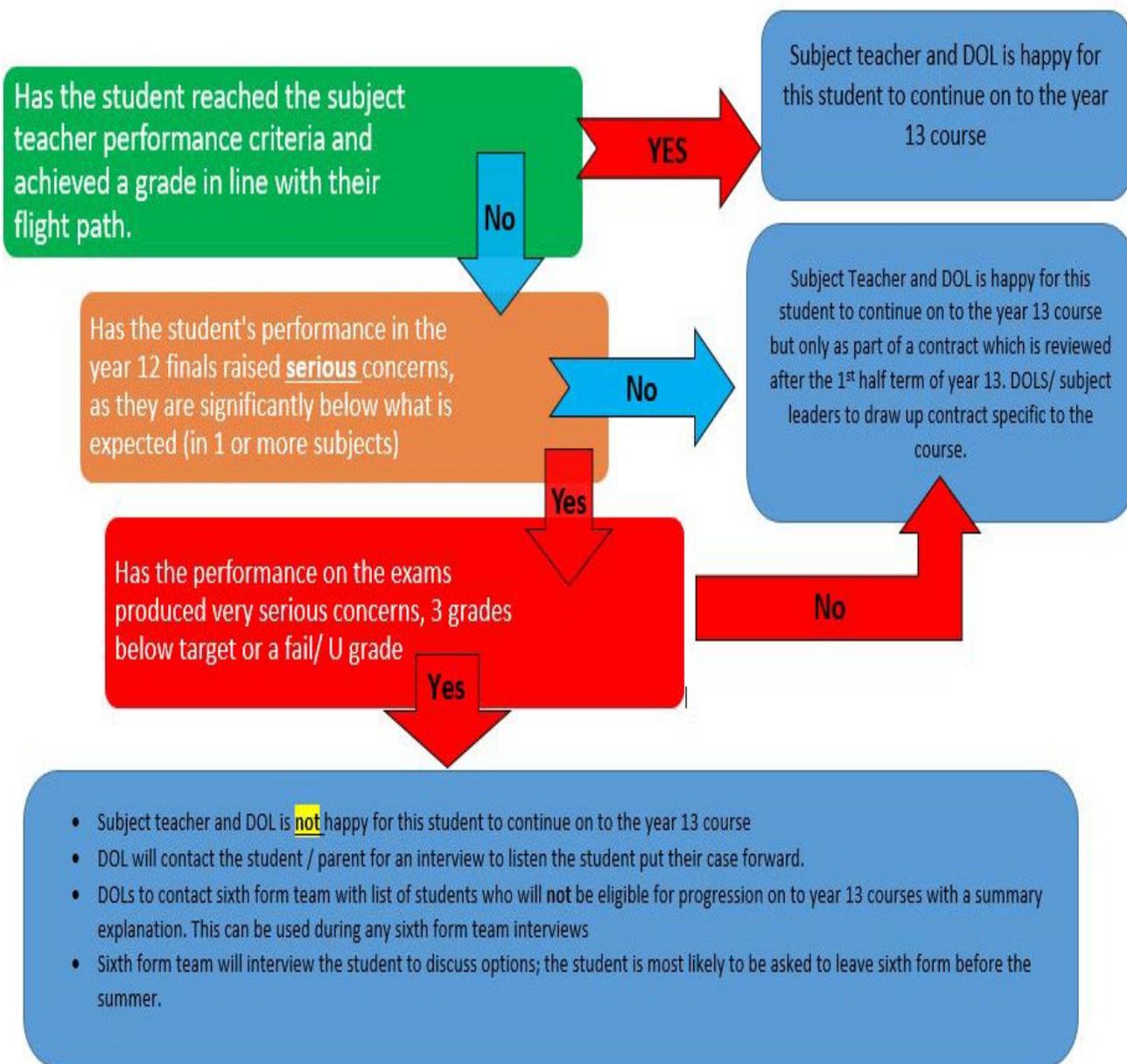


- Smoking and vaping are not permitted anywhere on the school site, or just outside where the general community can see you.
- It is not appropriate to smoke at any of the school entrances – sixth formers are role models for the lower school and should therefore not behave in ways that encourage them to think it is acceptable. Equally, the local community judges our school on such things, and we all have to suffer the consequences of any negative conclusions they reach about us.
- Any sixth former caught smoking with a lower school student on or around the school site will be issued with a high-level sanction. Students caught smoking will be referred to the school nurse for support.
- 'Smoke Stop' programmes are run by the NHS and information can be obtained from your local GP or websites.

Illegal & Prohibited Substances

- Any student found in possession, intent on distribution, or under the influence of illegal or prohibited substances, will be immediately removed from site and excluded whilst an investigation takes place.

Y12 Continuation Exams



Students in Year 12 are required to sit internal continuation examinations at the end of the year. These exams allow staff to assess the suitability for progression on to Year 13.

We recognise that students are on a flight path and they are only half way through their sixth form journey. The continuation exams are a robust, realistic and fair way to assess if they are on the correct flight path with a realistic chance of achieving good outcomes the following year. Students who demonstrate a commitment to study and a strong and positive attitude to learning will have revised, prepared and studied hard for their Year 12 continuation exams and will show they are on the correct flight path. Students not fully applying themselves in these exams may not achieve the required grades and consequently risk their losing their place in sixth form. This poses a set of questions that students and parents will want to ask.

We have tried to outline the answers to likely questions.

What if a student passes all three subjects to the required standard?

They progress on to Year 13 courses.

What is the required standard?

Students need to pass their Year 12 exam, so an E grade is the minimum standard. However, students should aim to be within **one** grade of their teacher target grade. E.g. a student whose target grade is a 'B' grade should achieve no lower than a 'C' grade in their exams. If students do underperform, staff will then meet with them (and potentially you) to discuss why this occurred.

What if they are two grades below target in one or more subjects?

Subject staff will make recommendations to the Sixth Form team as to the suitability for them to continue. If their approach to study, attendance and assessments also show concern then we the student may be asked to leave the subject.

What if they fail one subject and get a 'U' grade?

This will prompt a review based on the whole year's work. Individual's attendance and approach to study will be taken into account. If the result is out of character then we will ask that student to re-sit the exam after school or during a study period approximately a week later. If they do not show an improvement then we will meet the student to discuss options. Due to the fact that A levels are two year courses, students will not usually be able to start new courses in their final year, Year 13. Therefore, failing one subject following exam and resit will have consequences for university ambitions as universities ask for 3 exam passes in their entrance requirements.

What if students fail two subjects with 'U' grades?

In this case the student may be asked to leave Sixth Form, especially if progress, study skills, attendance etc., have been poor through the year.

What if students fail three subjects with 'U' grades?

Student will not be able to continue their studies at Ferndown Upper School and should look at alternative options for September. Career guidance will be prioritised for those in this position. We understand that for a number of students this will be a stressful time and we have built a period of study leave into the exam programme to ensure students have time to prepare well.

Where to Get Help

Advice and Support

The sixth form team are here to help and support you with all aspects of school life, but for more specialist support please contact any of the following services.



Health

- Chat Health – contraception, smoke stop, alcohol, bereavement, mental health etc.

Text: 07480635511

- Relationships, drugs, money, mental health – www.themix.org.uk
- Mental health – <https://youngminds.org.uk>
- Mental health incl. suicide – www.samaritans.org
- Mental health app – <https://www.headspace.com>
- Mental health (males) – www.thecalmzone.net
- **Mental Health (16-19yrs) - <https://kooth.com/>**
- Self harm – www.nshn.co.uk
- Eating disorders – <https://beateatingdisorders.org.uk>

PLUS the school nurse runs drop-in sessions offering advice and support for all physical and mental health issues– see posters around school or speak to Pastoral team to book an appointment.

Careers

- Ansbury careers appointments available each week – see Mrs Curchin to book.
- National careers service – <https://nationalcareersservice.direct.gov.uk>
- Apprenticeships – <https://www.getingofar.gov.uk>
- University applications – www.ucas.com

Computer Use Policy

This Acceptable Computer, Internet and Wi-Fi use Policy helps to protect students, staff and the school by clearly stating what use of the computer resources is acceptable and what is not. A copy of this policy can be obtained from our website at <http://fernup.dorset.sch.uk/wp-content/uploads/policies/non-statutory/computer-use-policy.pdf>

Personal Responsibility

As a representative of the school, I will accept personal responsibility for reporting any misuse of the network to a staff member. Misuse is as described below.

Acceptable Use

The purpose of the school network including Internet access is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of Ferndown Upper School.

Users Shall Not

- Visit Internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:
 - Pornography (including child pornography)
 - Promotion of discrimination of any kind
 - Promotion of racial or religious hatred
 - Promotion of illegal acts
 - Any other information that may be offensive to colleagues.
- Use any other users account nor amend or delete any of their files or passwords.
- Install or attempt to install programs of any type.

Privileges

The use of the computer network and Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may deny, revoke or suspend usage of an account at any time as required. The staff may request the system administrator to deny, revoke, or suspend specific user accounts at any time. Use for personal financial gain, gambling, political purposes, playing games or advertising is not permitted.

Services

Ferndown Upper School makes no warranties of any kind whether expressed or implied, for the network service it is providing. Ferndown Upper School will not be responsible for any damages suffered whilst on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries or service interruptions caused by the system or elements of the system, or your errors or omissions.

Users are recommended to make backups of their files on a regular basis using a suitable medium such as a USB memory stick. Use of any information obtained via the network or other information systems is at your own risk. Ferndown Upper School Specifically denies any responsibility for the accuracy of information obtained via its Internet services.

Network and E-mail Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be polite. Do not get abusive in your messages to others.
2. Use appropriate language. Do not swear, or use any other inappropriate language. Remember that you are a representative of the school on a global public system. You may be alone with your computer, but what you say and do can be viewed by others.
3. Illegal activities are strictly forbidden.
4. Do not reveal your personal address or phone numbers or that of fellow students.
5. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
6. Do not use the network in such a way that you would disrupt the use of the network by other users. i.e. playing games, downloading music and inserting music or mobile devices into the USB port.
7. Anonymous messages and chain letters are not permitted.
8. The use of chat rooms is not allowed.
9. Other considerations:
 - a. Be brief. Few people will bother to read a long message. Proof read your message to ensure that it is error free and easy to understand.
 - b. Remember that humour and satire are very often misinterpreted.
 - c. Respect the rights and beliefs of others.

Electronic Mail

Electronic mail (Email) is widely available via the Internet. Students are expected to use this facility in a responsible manner. The sending or receiving of any email, which contains any inappropriate material, is strictly forbidden. It is also forbidden to send large volume Emails (E-mailing everybody in the school. Spamming over loads the systems and it will be looked on as a serious matter, warranting the removal of Internet or E-mail privileges for periods from 2 weeks to permanent removal.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network or Internet, you must notify the IT Services Department or your ICT teacher. Do not demonstrate the problem to other users. Do not use another individual's account under any circumstance. Attempts to logon to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network and Internet.

Vandalism

Vandalism of any IT resources may result in cancellation of all privileges. Vandalism is defined as any malicious attempt to damage or destroy any part of the computer system and network infrastructure, data of another user, or any Internet sites. This includes, but not limited to, the uploading or creation of computer viruses, the willful damage of computer hardware, whether connected to the network or not and the deletion of data from its place of storage.

Monitoring

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate or non-educational materials where it believes unauthorized use of the school's computer system is or may be taking place.

Sanctions

Violations of these rules may result in the withdrawal of access to ICT resources, and may lead to disciplinary action as deemed appropriate by the School. Where applicable, police or local authorities may be involved, or other legal action taken.

Use of School Wi-Fi

Ferndown Upper School provides wireless Internet access across its site for staff, students and visitors. You are expected to use access to the wireless system and the Internet in a legal and responsible manner. By using the wireless network, the user acknowledges that he/she is subject to, and agrees to abide by all laws, rules and regulations applicable to Internet use. Students agree that they will bring devices with sufficient power and are strictly forbidden from charging devices using any power outlets on site.

Terms and Conditions of Use

Ferndown Upper School assumes no liability for any damage or loss as a result of using the wireless system. Ferndown Upper School's insurance policy does not cover any accidental damage to individual's devices. As such personal devices are used at the owner's own risk.

Security Considerations

Anyone using Ferndown Upper School's wireless network is forewarned that there can be no expectation of privacy when using the wireless network. Users assume all associated risks and agree that Ferndown Upper School and its employees do not accept responsibility for any personal information (e.g. credit card) that is compromised, or for any damage caused to users' hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless access users should have up-to-date virus protection on their personal laptop computers or wireless devices, as well as staying up-to-date with applicable operating system security patches.

Code of Conduct

Ferndown Upper School's Code of Conduct Policy applies to this service and any misuse will result in withdrawal of access for the individual(s) concerned and may result in disciplinary or legal proceedings.

In signing this agreement, I agree to comply with Ferndown Upper School's policy and will not create or transmit:

- (i) Any offensive, obscene or indecent images.
- (ii) Material which is designed or likely to cause annoyance, inconvenience or needless anxiety.
- (iii) Defamatory material.
- (iv) Material that infringes the copyright of another person.

You will have been given a copy of this on enrolment day. In order for you to access our systems and facilities you must agree to abide by our policy. Thank you.

Sixth Form Life & Opportunities

Being a part of FUS Sixth Form is about more than getting qualifications. You can use this time to really work on your leadership, teamwork and communication skills!

Opportunities include:

- ❖ **Joining the Student Union!** This group of students will help shape your sixth form, plan all the 'fun stuff' and make changes which will have huge impacts, not only on you, but for generations to come.
- ❖ **Become a Principal Student.** This is a largely Year 13 opportunity, but Year 12 can take on some roles, too! The Principal Students are the highest ranking student leadership positions in the school. These roles will look fantastic on your CV or UCAS application.
- ❖ **Join/organise a fundraising event.** Our Sixth Form supports the YMCA Bournemouth's annual Big Sleep; an event where many of you will sleep rough for the night to raise money for the homeless. It's a challenging but worthwhile experience where you'll build a shelter with a team and survive the night! We also put together boxes of gifts for the homeless at Christmas, and raise money throughout the year for charities of your choosing.
- ❖ **Join an expedition abroad!** We're heading to Tanzania in 2022 with World Challenge. Listen out next year for our 2024 expedition (location yet to be decided).

