



Ferndown
Upper School

SIXTH FORM HANDBOOK



WELCOME

This handbook has been put together to answer as many of your questions about day-to-day sixth form life as possible. It will be available on the website at all times 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.



***'Well-rounded,
motivated students
who strive to reach
their potential and
make a positive
impact on the
community.'***

THE GENERIC SIXTH FORM EMAIL IS: SIXTHFORMTEAM@FERNUP.DORSET.SCH.UK OR
FOR ABSENCES KERRYCURCHIN@FERNUP.DORSET.SCH.UK
PLEASE TAKE THE TIME TO READ THIS HANDBOOK, IT IS HERE TO SUPPORT YOU AND
GIVE YOU GUIDANCE. OF COURSE OUR DOOR IS ALWAYS OPEN FOR QUERIES YOU MAY
HAVE.

The Sixth Form Team

Head of Sixth Form
Charlotte Juddery



Pastoral Manager
Nadia Abdulgani



Deputy Head of Sixth
Form Sara Jackson
Character and Culture



Study Centre Manager
Kerry Curchin



Deputy Head of Sixth Form
Katie Raisbeck
Opportunities and
Destinations



Chris Martin
UCAS Coordinator



'One of the best things about Ferndown Upper School Sixth Form is the welcoming atmosphere. I was a new student this year and I have never felt as welcome as I do here.'

Year 12 Student

ACADEMIC STUDY

Our Independent Study Centre is a highly purposeful positive learning environment set up to support our students in their academic studies. Fully equipped with ICT and a dedicated Study Centre Manager the area is highly valued by our Sixth Form students as a environment that allows them to thrive. These sessions are timetabled for students alongside their subject allocations, meaning that they are given the correct amount of study time for their subjects to manage their workload and succeed.



'At Ferndown Upper School Sixth Form every student matters and every opinion counts'
Year 12 Student

With the exception of coursework based subjects where your study will involve spending all your time on your coursework task, you will be set additional work outside of your lessons by your subject teachers.

Independent Study is your opportunity to further your understanding of the content from your academic studies. This could be in the form of individual research out of a textbook, websites or specific set tasks. Independent study should be completed in the study centre unless an arrangement has been made with your subject teacher or a member of the Sixth Form Team.



Attendance

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.

Students are provided with an electronic ID card like staff which enables them to swipe in and off site where applicable. Please swipe in with your ID card the moment you are on school site, and the moment you leave. In order to keep you safe it is important we know if you are on the site or not. Please do remember to swipe when leaving and arriving from flexi frees.

If you are absent for any reason your parent or guardian should ring the Study Centre Manager Mrs Curchin on each day of your absence.



The Sixth Form Day

The Sixth Form day runs from 8.25am until 3.40pm.

Our Tutor Time: 8.25am until 8.55am . All students are allocated to a tutor group and are expected to be on site at 8.25am.

Students will have a mix of subject taught lessons, Independent study and Free periods throughout the week. These are allocated onto a students timetable at the start of the year.

An Independent Study Session is a registered session in the Study Centre and will take place in silent purposeful working conditions.

During free periods students may leave site for various reasons in this free period. Where possible, planned medical appointments should be attended in these times. We require proof for all Medical appointments taken outside of a free for these to be authorised.

Students may have a period 6 lesson where it will finish at 3.40pm. These will not be daily but should be taken into consideration when planning bus routes.



TRANSPORT

We know that this is an exciting time in your life and many of you will be learning to drive before the end of the year.

Please do not book driving lessons or tests during the school day unless it is in your designated Free periods. You must also not book driving lessons during a period 6 lesson.

Parking:

Students driving to school (car, motorbike, etc.) and using the school car park will need to send proof of insurance documents. to the Sixth Form team. This is to keep all drivers safe. Permission to park on site can be withdrawn at any time in the event of dangerous or inappropriate behaviour. Students may park on the long access section before the large school carpark. Please drive carefully.



COMMON SPACES

Common Spaces - These are available for our sixth form students to relax and eat in. It is up to you to maintain the tidiness and cleanliness of these areas. We have two common rooms situated in College Block with a kitchen and an additional sixth form space in the café for you to use.

The sixth form area of the café is available for sixth formers to use at break and lunchtime. You may also use the whole café during free periods. Common rooms can be used during your free periods as well as break and lunch. However, please do keep noise to a minimum during free periods as lessons may be taking place in the college block during this time. Please do keep the common areas clean and tidy at all times, dirty dishes etc. should be placed in the dishwasher and you should use the bins provided. Students may leave belongings in the common room but do so at your own risk.



OPPORTUNITY

'Our student voice team helps our sixth form build and strengthen its community, it allows students to feel listened too and appreciated.' - Year 13 Student

Student Voice



The Student Voice Team is made up of students who come together to generate and implement ideas within the community that they think would be beneficial for the student body. They are a voice for their peers and an advocate for what is important in their community. We have a variety of roles such as Head and Deputy Head Student, Marketing Lead, Charity Lead, Wellbeing Lead, Sustainability Lead and Diversity Lead. We also have roles for sporting events teams and social events teams. This is an excellent opportunity for students to develop leadership and team working skills which they can then take with them on their next steps. Opportunities to join the student voice will be advertised via your form tutor.

Charity, Events and Extracurricular

At Ferndown Upper School Sixth Form we enjoy giving back through charitable ways and ask students to get involved with charitable causes throughout the year.

Alongside this we enjoy seeing our students bond grow closer at events that build friendships. We offer many extracurricular activities and clubs also such as our JAE programme for talented athletes and art and languages clubs.



'Enrichment provides a contrast to our academic studies and is beneficial to our own wellbeing.' - Year 12 student



Our students well-being is of greatest importance and we believe that a full and varied enrichment program is one step to reminding our students to focus on areas outside of their academic studies. Students may choose from options such as sport, craft, EPQ, Yoga or even board games as a way to unwind and learn new skills. Other options such as off-site volunteering allows students to gain work experience and develop skills required for employment.



ENRICHMENT

UCAS, Careers & Further Education Advice

Although most of our students progress to university or colleges, some also go directly into apprenticeships or employment. Our careers service provides invaluable support. Appointments may be made for personalised advice and students will also be provided with external links to independent sources of information.

We take the apprenticeship and university application process very seriously. A full programme of advice and guidance is arranged to inform and support students through their two years with us. This enables them to complete successful applications to apprenticeships, universities and colleges. In Year 12, students meet with Careers Lead, Miss Giles and/ or Deputy Head of Sixth Form Mrs Raisbeck to assist with post 18 choices and career progression, and all students have access to the online programme, UniFrog. UniFrog's sophisticated search engine brings up more relevant apprenticeship vacancies and university courses than any other website. Unifrog brings together data which is otherwise dispersed all over the web. It uses Labour Market Information from BIS and the Cabinet Office. Education data comes from NAS, DfE, Ofsted, UCAS, Unistats, HEFCE, HESA and The Guardian.

Students are expected to visit the career library to browse among the hundreds of prospectuses sent by the Higher Education institutions and apply for university summer schools, where you get to experience first-hand what it is like to be a student. There is also a special 'Higher Education Information Evening' for parents shortly after the Easter break. This fits alongside a trip to Bournemouth University to attend the UCAS Convention where you get to talk to people from universities and colleges from all over the UK. In the summer term, there are also special workshops specifically devoted to the skills required for completing the vital application forms for a degree course and guiding students on personal statements. Throughout the PSHE programme we also have a range of external speakers providing talks on a variety of topics from student finance to taking a gap year.

In the summer term, there are also special 'Progression and Enterprise Day' specifically devoted to the skills required for completing the vital UCAS application form and guiding students on personal statements. Students wanting a route into employment will have workshops to ensure they are work ready.

Young people have never had as many choices as they do now, which is why students are invited to visit the Careers Office to browse among the hundreds of prospectuses sent by Higher Education Institutions, careers guidance books and apprenticeship information. Students are encouraged to apply for university summer schools, where you get to experience first-hand what it is like to be a student.



DRESS CODE

The dress code for Sixth form is detailed below. Please note this is updated for 2023 and any queries should be directed to the Sixth Form team.

Acceptable	Not acceptable
Plain, neat T-shirts, polo shirts, blouses	Oversized T-shirts Big logos, images, or pictures
Smart tops	Hoodies
Dresses and skirts of a suitable length (mid-thigh length)	Frayed, faded, or ripped denim
Cardigans, jumpers, sweatshirts	Tops that are low cut, have thin straps or expose the midriff or underwear
Smart trousers	Tracksuit bottoms (jogging bottoms) or tops
Chinos or smart cargos	Leggings or jeggings (unless worn as tights under dresses or skirts)
Tailored shorts of a suitable length (mid-thigh length)	Flip flops, sliders or open toed shoes
Smart jeans	Hats (indoors)
Smart trainers	Body con dresses or skirts



CODE OF CONDUCT

As part of the Sixth Form you are a senior member of the student body. We expect you to be good role models for those years below and represent us in an exemplary manner. Some key areas are listed below.

Sixth Form students are expected to:

- Attend all lessons (including period 6) and independent study periods
- Be on time to school – this includes tutor periods, assemblies, lessons and independent study periods
- 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.
- 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.
- Fully engage with the offered enrichment program
- Take responsibility for shared Sixth Form areas, keeping them clean and well maintained.

